

# ASSET TRANSFER / LOAN FORM

This form is required to notify the Assets Manager that the ownership of an asset has been transferred to another School / Division, or an asset has simply been relocated within the same School / Division without change of ownership, or has been loaned to staff, student, or external organisation. Please use a loan agreement if the asset is being loaned. Please attach a list if more than one asset is being transferred, relocated or loaned.

**Please send original documents to:** Assets Manager, The Grange, Bathurst (Tel: 02 6338 6119) or email to: [assets@csu.edu.au](mailto:assets@csu.edu.au)

**Please complete the following details:**

Asset Description	
Barcode	
Serial Number	
Asset Condition	
Action	
School / Division	
Organisation Code	
Contact Name	

**Please complete if asset is being TRANSFERRED or RELOCATED:**

Date of Transfer / Relocation	
Name of Head of School / Division / Budget Centre Manager	
Signature of Head of School / Division / Budget Centre Manager	
New School / Division (if applicable)	
New Organisation Code (if applicable)	
New Building & Room Location (if applicable)	
New Custodian Name (if applicable)	
New Custodian Signature (if applicable)	

**Please complete if asset is being LOANED:**

Loan Commencement Date		Loan Cessation Date	
Approved by Head of School / Division / Budget Centre Manager			
Loaned to School / Division / Staff / Student / External Party			
Temporary Location of Asset for Inspection			
Contact Name & Telephone Number			
Has a Loan Agreement Been Signed?			

ASSET OFFICE USE	ASSET NUMBER		Processed/Filed Signature:	Date:
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**Please retain a copy for your records.**

Updated: Sep 2016