

ASSET TRANSFER NOTE FORM

1. Please complete, print & forward to the **Finance Officer - Assets, Financial Services, CH 335, Chancellery Building**
2. This form must be signed by a Delegated Officer
3. For multiple items, complete this form AND provide asset details on a separate spreadsheet, located at:
www.newcastle.edu.au/Resources/Divisions/Vice-Chancellor/Financial_Services/Assets/disposal_writeoff_spreadsheet.xls

ASSET DETAILS

Asset number: (if applicable)
Model number:
Serial number:
Photocopier machine number: (if applicable)
Asset description: (type, brand)

ASSET LOCATION FROM

Campus:
Building:
Room number:
Other location details:

ASSET LOCATION TO

Campus:
Building:
Room number:
Other location details:

YOUR CONTACT DETAILS

Name:
Faculty, School or Unit:
Phone number:
Email address

DELEGATED OFFICER AUTHORISATION

Name:
Position:
Phone number:

Signature: Date: