



City of Sevierville
P.O. Box 5500
Sevierville, TN 37864-5500
865-453-5504

FIXED ASSET TRANSFER LOG

DATE TRANSFERRED: _____

DEPT TRANSFERRED FROM: _____

DEPT TRANSFERRED TO: _____

MANUFACTURER: _____

DESCRIPTION: _____

ROOM/LOCATION OF ITEM: _____

SERIAL # _____

I.D. TAG # _____

ASSET RECEIVED BY: _____ DATE: _____

****** PLEASE MAKE SURE *EACH LINE* HAS THE CORRECT INFORMATION PROVIDED ******

INFO PROVIDED BY: _____ DATE: _____

ENTERED BY: _____ DATE: _____