



Mississippi Library Commission Asset Transfer/Relocation Form

Transferred From:

Transferred To:

1. Name:

2. Name:

3. Room #:

4. Room #:

5. Inventory #:

6. Asset #:

7. Description

8. Signature of Person Transferring

Date

9. Signature of Person Receiving

Date

10. Signature of Person Entering Information into MAGIC

Date Entered

The person who is transferring the asset is responsible for completing this form, including the proper signatures and making two copies, one for the person receiving the asset and one for themselves. The original will be given to the Property Officer. Both parties will keep a copy of the completed form for their records.

When this form is signed and dated by both parties all responsibility for the asset is transferred along with the asset.

The employee to whom the asset was transferred is charged with taking good and reasonable care of the item. If the item is damaged, lost or stolen, due to neglect or carelessness, you may be required to pay to the Mississippi Library Commission the value of the asset as determined by the Mississippi Auditor's Office.

Use this form to show movement of an asset from one location to another and/or from one person to another.

The Property Officer will make the changes to the employee(s)' inventory list and will supply the updated list for signature(s) and will give the employee(s) a copy of their asset list reflecting the transfers. The Property Officer will retain the original for audit purposes.

Instructions on Filling out Form

1. Name of the person transferring the item.
2. Name of the person receiving the item.
3. Room number or location number of where the item is located prior to transfer.
4. Room number or location number of the new location of the item.
5. Inventory number from the inventory sticker on the item.
6. Asset number from MAGIC.
7. Description of the item as shown on the assigned inventory list.
8. Signature/Date of the person who is transferring the item.
9. Signature/Date of the person who is receiving the item.
10. Signature/Date of the person entering information into MAGIC.

****When relocating asset(s), follow the instructions as shown above with the exception that only the signature of the person who is responsible for the asset is required****