

**Highland Rim Economic Corporation
Asset Transfer Form**

Current Center Location: _____

Inventory Tag Number: _____

Item Description: _____

Transfer Requested By: _____

Transfer To: _____

Comments:

Requested By: _____

Manager Approval: _____ **Date:** _____

Picked Up By: _____ **Date:** _____

Delivered By: _____ **Date:** _____

Received By: _____ **Date:** _____

Finance Approval: _____ **Date:** _____

Special Instructions:

***Approved form will be sent back to appropriate Manager via interoffice mail.**

