



**University of South Carolina
Capital Asset Transfer Request Form**

Date

Initializing Department

Phone Number

PeopleSoft DeptID

Initializing Dept Head Name (Printed)

Initializing Dept Head Signature

Item	Asset#	Tag#	Serial#	Bldg/Room# From	Bldg/Room# To

Receiving Department

Phone Number

PeopleSoft DeptID

Receiving Dept Head Name (Printed)

Receiving Dept Head Signature

Send completed form to:
USC Controller's Office
PHYSINV@mailbox.sc.edu