

Send Form to Fixed Assets Supervisor
 Email: financialservices@byuh.edu
 Fax: (808) 675-4530
 Mail to Financial Services Box #1955

Items to Transfer

When there is a change in CUSTODIAN, LOCATION or DEPARTMENT please fill out this form

Date	Tag #	Description	Serial #	FROM:			TRANSFER TO:		
				Custodian	Location	Dept Account #	NEW Custodian	NEW Location	NEW Dept Account #

 Date Prepared By (Signature) Print Name