



Socorro County Capital Asset Transfer Form

Complete this form for interdepartmental transfers only.

Originating Department Approval

It is requested that the following assets be transferred:

Originating Department: _____

Department Head/Elected Official Signature: _____ Date: _____

Bar Code Tag #	Asset Description	Original Purchase Price	Date of Purchase	Condition of Asset	Grant Purchased?

Additional Information for Vehicles:

Bar Code Tag #	Vehicle Type	License Plate #	Year	Make	Model	Vin	Odometer

Receiving Department Acceptance

Receiving Department: _____

Department Head/Elected Official Signature: _____ Date: _____

Remit this form to the Finance Office for approval and final transfer.

Finance Department Approval

Asset transfer request is : Approved Denied

Signature: _____ Date: _____

Finance Director/County Manager