

BAY COUNTY LIBRARY SYSTEM ASSET TRANSFER NOTICE

This form must be completed whenever a Bay County Library System Asset is removed from your branch. If this form is not completed, the asset(s) will continue to be assigned to your branch.

Please complete this form, **PRIOR** to the item(s) leaving your branch.

When transferring items to more than one branch, please use a separate form for each branch. If this item is being disposed of, send all copies of this form directly to HQ.

<u>TAG #</u>	<u>ASSET DESCRIPTION</u>	<u>SERIAL #</u>
_____	<input type="checkbox"/> Auction <input type="checkbox"/> Storage <input type="checkbox"/> Disposed	_____
_____	<input type="checkbox"/> Auction <input type="checkbox"/> Storage <input type="checkbox"/> Disposed	_____
_____	<input type="checkbox"/> Auction <input type="checkbox"/> Storage <input type="checkbox"/> Disposed	_____
_____	<input type="checkbox"/> Auction <input type="checkbox"/> Storage <input type="checkbox"/> Disposed	_____
_____	<input type="checkbox"/> Auction <input type="checkbox"/> Storage <input type="checkbox"/> Disposed	_____

The above item(s) have been removed from _____ Branch.

SENDING BRANCH -

Please send all copies of this form with asset to receiving branch. After transaction is recorded at HQ, a copy will be returned to you.

Sent by _____ Date _____
 (Managing Librarian)

RECEIVING BRANCH -

Please complete bottom portion and **send all copies of this form to HQ**. After transaction is recorded at HQ, a copy will be returned to you. **Please record the department name.**

Receiving Branch _____ Department _____ Code _____

Received by _____ Date _____
 (Managing Librarian)

OFFICE USE ONLY

Transaction recorded by _____ Date _____