



Capital Assets

Change of Ownership Form

Date:

Please refer to SAIT Procedures [FN 14.1.2 Management of Capital Assets](#)

Email the approved form to: capital.assets@sait.ca

The Originating Department is responsible for contacting Facilities Management to move the assets.

If the asset list is longer than the spaces provided, please attach a list in Excel format.

Capital Assets use only Completed Date:

Initials

<u>Asset Tag Number</u>	<u>Asset Description</u>	<u>Org Code from:</u>	<u>Org Code to:</u>	<u>Current Room #</u>	<u>New Room #</u>

Originator:

School/Department:

School/Department Contact:

Phone:

Dean/Director Approval:

Name (please print/type)

Signature

Date

Receiver:

School/Department:

School/Department Contact:

Phone:

Dean/Director Approval:

Name (please print/type)

Signature

Date