



Rutherford County Government Inventory Control

County Courthouse Suite 206
Murfreesboro, TN 37130

Phone: (615) 890-7207
Fax: (615) 904-7526

Robert Brown, Fixed Assets Coordinator

rbrown@rutherfordcountyttn.gov

Transfer Form

Asset #	Description	Serial#	Comments

Transferring Dept Head Signature

Receiving Dept Head Signature

Transferring Department

Receiving Department

Date

By signing above you certify that the asset(s) listed above will be transferred and included as part of the receiving party's inventory. Please submit this form to the Inventory Control Office once both parties have agreed and signed. You may fax this form to our office at (615) 904-7526. If you have any questions please call 890-7207.