



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 _____

Asset Tag Number	Asset Description	Current Room #	New Room #

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