

## Transferring HSD Property

*Whenever an asset or fixed asset is transferred from one location to another (office to office) a 062 or 063 form must be completed to reflect and record the transfer. **Note: If an asset is being given to an entity outside of HSD it is not a transfer, it is a disposal and disposal procedures must be followed.***

### Requirements

1. Contractor complete form 063 (non fixed asset) or form 062 (fixed asset) (see sample forms) and submits it to the Program Manager.
2. The Program Manager assures the transfer is reflected on the Contractor's inventory.

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