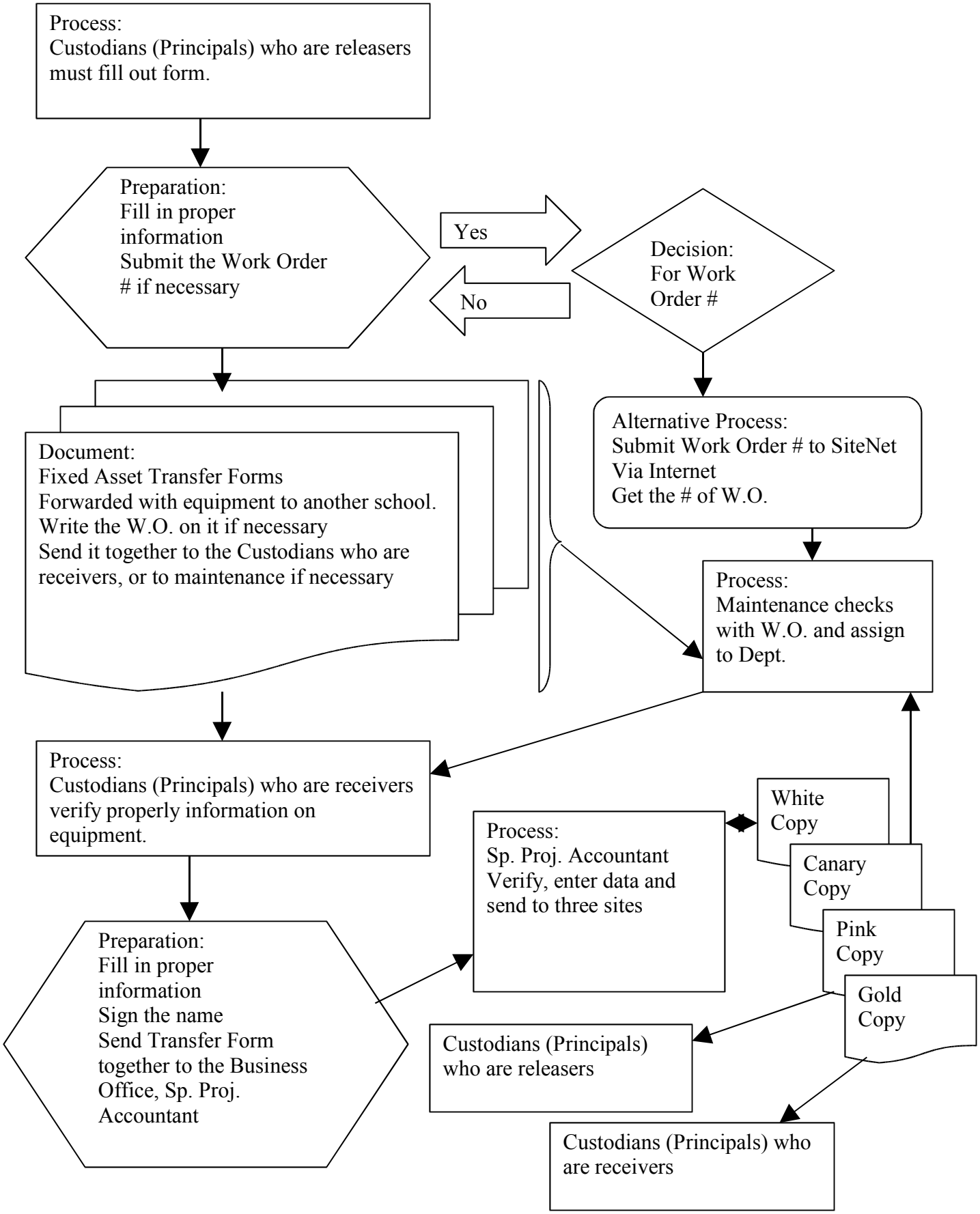
Flowchart of Transfer Procedures:

Proper procedure for filling out Fixed Asset Transfer Forms: