**Use this additional form for multiple asset transfers within the same department.**

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| **REQUIRED** | **OPTIONAL** |
| **UI Tag#** | **Description** | **Complete MFK** | **Effective Date** | **Serial No.** | **Reason for Transfer** |
| Example:  |  |  |  |
| 99999 | Microscope | 676-70-7000-71420-69000000-000-00000-31-0000 |  |  |  |
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