



58-9001 R11/18 azdot.gov

Fixed Assets  
Mail Drop 203B  
Arizona Department of Transportation  
206 S 17<sup>th</sup> Ave  
Phoenix AZ 85007-3213

# EQUIPMENT TRANSFER

ADOT ASSET TAG NUMBER	REQUIRED – RECEIVING ADDRESS AND CITY WHERE ASSET WILL BE LOCATED	SERIAL NUMBER	DESCRIPTION OF DEVICE (MAKE AND MODEL)

## Transferring Equipment Out

Unit Number	Unit Name	Date
Responsible Person Name (First, Middle, Last, Suffix)		Phone Number
Signature		

## Courier

Comments		SDP request # _____
This section to be completed /signed by the technician picking up/receiving/delivering items noted on this Equipment Transfer Form :		
Technician print name: _____	, of Unit _____	Date _____ Signature: _____

## Receiving Equipment

Unit Number	Unit Name	Building Address and City Name	Date
Responsible Person Name (First, Middle, Last, Suffix)		Phone Number	Signature

## Fixed Assets

Comments	Date	Signature
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Reset Form