



# State of Arizona Accounting Manual

Topic 25 Long-lived Resources Issued 12/07/15  
Section 55 Transfers of Fixed Assets between Agencies Page 1 of 2

## INTRODUCTION

Agencies occasionally transfer fixed assets, i.e., capital assets, IT resources and stewardship resources, between themselves, such as when a new agency is formed from an existing agency. All transfers of surplus personal property between State agencies must be approved by the Surplus Property Administrator or his designated representative. Refer to the SPRM for the detailed procedures to be followed by all State agencies. The procedures below will enable both the agency losing and the agency gaining fixed assets to properly update their fixed asset listings.

## POLICY & PROCEDURES

1. The responsibilities of the agency losing the fixed asset include, to:
  - 1.1. Remove the fixed asset from AFIS after receiving an approved Form SP101, "Request for Authorization to Dispose of State Property."
    - 1.1.1. Form SP101 is available from the Surplus Property Management Office at 602.542.5701.
  - 1.2. Make copies of the original documentation retained for each fixed asset being transferred.
  - 1.3. Transfer fixed assets and copies of the relevant documentation to the property control officer of the receiving agency.
  - 1.4. Retain original documentation in accordance with LAPR directives.
  - 1.5. Provide the gaining agency the following information and documentation about the transferred fixed asset.
    - 1.5.1. The original cost.
    - 1.5.2. If applicable, the accumulated depreciation or amortization.
    - 1.5.3. The net book value.
    - 1.5.4. The date of the transfer.
    - 1.5.5. If applicable, its original useful life, expressed in months.

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Page 2 of 2

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1.5.6. If applicable, its remaining useful life, expressed in months, at the time of transfer.

1.5.7. One copy of the approved Form SP101.

2. The responsibilities of the agency gaining the fixed asset include, to:

2.1. Secure an approved Form SP101 from the losing agency.

2.2. Receive the fixed asset and a copy of relevant documentation from the agency transferring the fixed asset.

2.3. Verify that all fixed assets that were received are on the Form SP101.

2.4. Assign property identification numbers to the fixed assets received.

2.5. Add the fixed asset to AFIS.

2.5.1. Record the cost of the fixed asset at its original cost plus the cost of any betterments.

2.5.2. Record the accumulated depreciation of the fixed asset at the time of transfer.

2.5.3. Record the asset's acquisition date as that date used by the agency losing the asset.

3. Questions concerning the transfer of fixed assets between agencies should be directed to the GAO at [cafr@azdoa.gov](mailto:cafr@azdoa.gov).