

**የገንዘብና ኢኮኖሚ ልማት ሚኒስቴር**  
**Ministr of Finance and Economic Development**  
**ሐረማያ ዩኒቨርሲቲ**  
**Haramaya University**  
**የቋሚ ንብረት ማስተላለፊ ቅጽ**  
**Fixed Assets Transfer Form (FATE)**

**ንብረቱን ያስተላለፈው ተጠቃሚ**  
 Assets transferred From

**ስም**  
 Name \_\_\_\_\_  
**ቅጥር ግቢ**  
 Premises \_\_\_\_\_  
**ዋና ክፍል**  
 Department \_\_\_\_\_  
**የህንጻ ቁጥር**  
 Building No. \_\_\_\_\_  
**የቢሮ ቁጥር**  
 Room No. \_\_\_\_\_  
**የተጠቃሚ ቁጥር**  
 User No. \_\_\_\_\_

**ንብረቱን የተላለፈለት ተጠቃሚ**  
 Assets Transferres to

**ስም**  
 Name . \_\_\_\_\_  
**ቅጥር ግቢ**  
 Premises . \_\_\_\_\_  
**ዋና ክፍል**  
 Departmen . \_\_\_\_\_  
**የህንጻ ቁጥር**  
 Building No. \_\_\_\_\_  
**የቢሮ ቁጥር**  
 Room No. \_\_\_\_\_  
**የተጠቃሚ ቁጥር**  
 User No. \_\_\_\_\_

**የተላለፈበት ምክንያት** (Reason for transfer of the Sheet)

ቁጥር NO	የዕቃው ዝርዝር Description	መለያ ቁጥር PIN	የፋብሪካ ቁጥር Serial (Part No)	ማውጫ ሰነድ		መለኪያ Unit of Measure	ብዛት Quantity	ጠቅላላ ዋጋ Total Cost	አስተያየት Remark
				ቁጥር	ቀን				

**የሰጣለፈው ፊርማ** (Signature of transferor) **የተቀባዩ ፊርማ** (Signature of recipient) **ታዛቢ** (Observer) **የፋ.ሙ. ኃላፊ** (Head of FAMU) **የተላለፈበት ቀን** (Date of transfer)

**ይህ ቅጽ በሶስት ኮፒ ተዘጋጅቶ የመጀመሪያው ለቋሚ ንብረት አስተዳደር ክፍል፣ 2ኛው ለተቀባዩ እንዲሁም 3ኛው ለአስተላለፊው ይሰጣል።**  
 This form is prepared in three copies 1<sup>st</sup> copy o FAMU 2<sup>nd</sup> copy to recipient and 3<sup>rd</sup> copy to transferor