

Fixed Asset Transfer/Disposal

TO BE COMPLETED BY TRANSFERING SCHOOL

Present Asset Location _____ Room _____

Asset ID Tag Number _____

Item Description _____

Serial Number _____ Make _____

Model _____

Transfer _____ Disposal _____ (Check one)

Transferring Principal Signature _____ Date _____

If this transaction is a transfer complete the following and send form with Asset to new location.

TO BE COMPLETED BY RECEIVING SCHOOL

New Asset Location _____ Room No. _____

Contact Person at New Location _____

Receiving Principal Signature _____ Date _____

If this transaction is to dispose of a fixed asset, contact Maintenance Department for disposition instructions.

TO BE COMPLETED BY MAINENATANCE DEPARTMENT

Disposal Method _____ Dated Picked Up _____

Maintenance Employee _____

Original Copy must be returned to Finance Department upon Completion
School to retain copy for files

Copy in Yellow

