



**New Equipment Transfer from Facilities**

Prepared By: \_\_\_\_\_

School Name: \_\_\_\_\_

Location #: \_\_\_\_\_

Quantity	Description/Manufacturer	Purchase Order #	Model	Serial Number	Asset Number	Notes:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*\*Condition Code is required on each item being declared transferred

**Transfer To:**

School or Location:	Location Number	Building Number	Room Number	Signature	Date

X \_\_\_\_\_

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Directions: 1: Principals should assure that this form has been completed properly and signed. (\*Make a photo copy for school file\*)

2: Fixed Assets will then have declared items picked up and transferred to new location

Fixed Asset Received: Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed: Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_