

Fixed Asset Received: Initial ______ Date: ____/____

Equipment Transfer from Schools

Page	_ of
Pickup Roo	m #:

Completed: Initial______ Date:____/____/

Prepared By:		School Name:				Location #:			
Quantity	Description	Manufactur	er Model	Serial Nu	ımber	Asset Number	Notes:		
Principal's Signature: Date:// **Condition Code is required on each item being declared transferred Transfer To:									
School or Loca	ntion:	Location Number	Building Number	Room Number	Signature			Date	
X									
Driver Signatu			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									