

# Fixed Asset Transfer Form

(To transfer a fixed asset from an assigned room/area, fill out this form and send to the County Office after the item has been moved.)

<b>Transferred From:</b>	Date _____
Name of School _____	
Room Number _____	Grade _____
Name of Teacher _____	

1. *Asset Number* \_\_\_\_\_  
*Serial Number* \_\_\_\_\_  
*Item Description* \_\_\_\_\_

2. *Asset Number* \_\_\_\_\_  
*Serial Number* \_\_\_\_\_  
*Item Description* \_\_\_\_\_

3. *Asset Number* \_\_\_\_\_  
*Serial Number* \_\_\_\_\_  
*Item Description* \_\_\_\_\_

4. *Asset Number* \_\_\_\_\_  
*Serial Number* \_\_\_\_\_  
*Item Description* \_\_\_\_\_

5. *Asset Number* \_\_\_\_\_  
*Serial Number* \_\_\_\_\_  
*Item Description* \_\_\_\_\_

<b>Transferred To:</b> Name of School (if different) _____	
Room Number _____ Grade _____	
_____ Signature of Teacher Accepting Fixed Asset(s)	_____ Date

**(send form to the County Office as soon as transferred)**