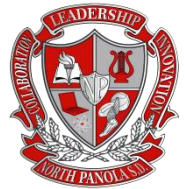


NORTH PANOLA SCHOOL DISTRICT

"Leadership • Collaboration • Innovation"

Chad Spence, Superintendent



Asset Transfer Reporting Form

This form is for permanent asset transfers ONLY.

To Be Completed by School/Department

Asset Description: _____

Transfer Out Date: _____

Fixed Asset#: _____

Transferred From

School/Site: _____

Room#: _____

Employee Signature (1): _____

Date: _____

Principal/Director Signature (2): _____

Date: _____

Receiving Site (Room, Building, or School)

Transfer In Date: _____

Fixed Asset#: _____

Transferred To

School/Site: _____

Room#: _____

Employee Signature (3): _____

Date: _____

Principal/Director Signature (4): _____

Date: _____

1. *Employee Responsible for Asset (Sending Site)*
2. *Principal/Director of School/Department Sending Asset*
3. *Employee Responsible for Asset (Receiving Site)*
4. *Principal/Director of School Department Receiving Asset*

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Vision: To be a world class educational system which gives students the knowledge and skills to be successful in college and in the workforce.