

# East Tallahatchie School District

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## Transfer of Fixed Assets to a Different School

Please transfer the following fixed assets for which I am currently responsible from my school, \_\_\_\_\_ to \_\_\_\_\_ school.

Please transfer the following fixed assets for which I am currently responsible to \_\_\_\_\_ in room number \_\_\_\_\_.

Teacher/Employee

Employee Name:	Employee Name:	Employee Name:

I transfer the above inventory. \_\_\_\_\_  
Teacher/Employee Date

I accept responsibility for the above items.  
\_\_\_\_\_  
Teacher/Employee Date

Transferring Administrator's Signature: \_\_\_\_\_  
Teacher/Employee Date

Receiving Administrator's Signature: \_\_\_\_\_  
Teacher/Employee Date