

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
FIXED ASSET TRANSFER FORM**

Prepared By		Date		Location	
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Please refer to your Fixed Asset Reports to complete the following information.

(1) Identifying Tag Number		*(2) Type		(3) Item #	
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(4) Description of Item	
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(5) Manufacturer		Model #		(5) Serial #	
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(7) Quantity		(8) Funding Source	
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(9) Acquisition Date		(10) Acquisition Cost	
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From Location		Room	
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To Location		Room	
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Signed _____
Transferring Principal/Department Head

Date _____

Signed _____
Receiving Principal/Department Head

Date _____

* (2) Type: A – TV,VCR, Cassette Player, etc. B – Building C – Computer Equipment
F – Furniture and Fixtures V – Vehicles M – Musical Instruments

(8) Funding Source: Complete if using restricted funds – Vo-Tech, Title I or II, etc

Central Office Use Only:

Entered Into the Computer By: _____
Date Entered: _____