



Benton County School District Fixed Asset Transfer Form

Barcode #	Barcode #	Barcode #
Barcode #	Barcode #	Barcode #
Barcode #	Barcode #	Barcode #

Asset Description:

Transfer From (Person/Location): _____

Transfer To (Person/Location): _____

I acknowledge that I received the item(s) listed above and accept responsibility for any loss or damage of the equipment while it is assigned to me. I understand it is my responsibility to ensure the device(s) is kept in my care unless **this official transfer form** is used to move the asset, or an appropriate form is used to dispose of the device. Lost or stolen assets must be reported to your administrator and the BCSD Fixed Asset Department immediately. A lost asset must accompany the lost/stolen affidavit form. Stolen assets must be reported to the Police Department and an official report filed and submitted to the Fixed Asset Department.

Signature of Person Receiving

Date