



East Tallahatchie School District

Fixed Asset Transfer - Room or Employee

FIXED ASSETS

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Use for a permanent room/custodian change within one school. Use the interschool form for another school. Submit to the District Property Manager.

TRANSFER REQUEST

☐ Different room ☐ Different responsible employee ☐ Both

School Effective date

Current custodian / room New custodian / room

Reason

Asset Tag	Serial No.	Description	Condition	Federal?

CUSTODY AND APPROVAL

Transferring employee signature / date Receiving employee signature / date

Principal / director approval / date District Property Manager posted / date

Inventory effective date / reference Move completed by / date