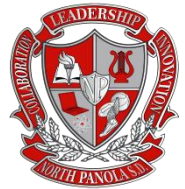


# NORTH PANOLA SCHOOL DISTRICT

*"Leadership • Collaboration • Innovation"*

Dr. Wilner Bolden III, 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.*