**Transfer of Fixed Assets to a Different Room**

**Transfer Equipment to Different Room**

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

**Transfer Equipment to Different Teacher/Employee**

\_\_\_\_ Please transfer the following fixed assets for which I am currently responsible to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in room number \_\_\_\_\_\_\_\_\_\_\_\_.

Teacher/Employee Name

|  |  |  |
| --- | --- | --- |
| Fixed Asset No. | Description | Serial Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I transfer the above inventory. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teacher/Employee Signature Date

I accept the responsibility for the above inventory items.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teacher/Employee Signature Date

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORWARD FORM TO CENTRAL OFFICE**