



East Tallahatchie School District

Fixed Asset Transfer Between Schools

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

Do not move equipment until both administrators approve. Send the completed form to the District Property Manager so the asset record can be updated.

TRANSFER REQUEST

Request date	Requested move date	Business reason
From school / location	To school / location	
Current custodian / room	New custodian / room	

Asset Tag	Serial No.	Description	Condition	Funding / Federal?

CUSTODY AND APPROVAL

Transferring custodian signature / date	Receiving custodian signature / date
Transferring principal / director / date	Receiving principal / director / date
District Property Manager posted / date	Inventory effective date / reference