



West Bolivar Consolidated School District

909 Hwy 8 – PO Box 189

Rosedale, MS 38769

Melvin Cook, Interim Superintendent

Phone: 662-759-3525 ~ Fax: 662-759-6316

Website: www.wbcdsk12.org



THIS FORM IS TO BE USED FOR PERMANENT TRANSFER ONLY, TEMPORARY TRANSFER OR ASSIGNMENTS SHOULD BE REPORTED ON THE ASSIGNMENT/CHECK OUT OF FIXED ASSETS FORM.

THIS FORM MUST FOLLOW THE ASSET TO THE RECEIVING SITE. AFTER COMPLETION AT RECEIVING SITE, IT MUST BE IMMEDIATELY SENT TO THE DISTRICT'S FIXED ASSET MANAGER.

SENDING SITE (ROOM, BUILDING, OR SCHOOL)

Asset Description:		Fixed Asset Bar Code:	
Transfer Out Date:		Serial No:	
Transfer From School			
Transfer From Building			
Transfer From Room Number			
Signature-Employee Sending Site	Date	Principal-Sending Site	Date
Technology Director	Date	Fixed Asset Manager	Date

RECEIVING SITE (ROOM, BUILDING, OR SCHOOL)

Asset Description:		Fixed Asset Bar Code:	
Transfer Out Date:		Serial No:	
Transfer to School			
Transfer to Building			
Transfer to Room Number			
Signature-Employee Receiving Site	Date	Principal-Receiving Site	Date
Technology Director	Date	Fixed Asset Manager	Date

CENTRAL OFFICE USE ONLY

RECORDED BY: _____

DATE: _____

**** ALL SIGNATURES ARE REQUIRED IN ORDER TO COMPLETE FIXED ASSET TRANSFER ****