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

Please transfer the following fixed assets for which I am currently responsible from

my school, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_school.

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

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

 Teacher/Employee

|  |  |  |
| --- | --- | --- |
| 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

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

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

**FORWARD FORM TO CENTRAL OFFICE**