

Walthall County School District

Fixed Assets Transfer Form

Instructions: This form should be used whenever equipment is moved from one location to another. Fill in all information for each item transferred. The site, building, and room numbers can be obtained from a fixed asset room location map. The employee releasing the equipment and the employee receiving the equipment should sign this form. Both employees and the school office should retain a copy for their records. The original should be forwarded to the district office.

Tag Number	Item	Serial Number	Transfer From			Transfer To		
			Site	Bldg	Room	Site	Bldg	Room

Reason for Transfer: _____

Additional Information: _____

Signature of Person Releasing Equipment

Date

Signature of Person Receiving Equipment

Date