

PERMANENT TRANSFER
OF FIXED ASSETS

To: Donald Isabelle, Fixed Assets Clerk Date: _____

From: _____ School/Facility: _____ Room: _____

It is requested that the following items, which I am currently responsible for, be transferred to:

Employee's Name: _____

School/Facility: _____

Room#/Office: _____

<u>Description of Item</u>	<u>Serial Number</u>	<u>TAG #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer authorized by: _____ Date: _____
Principal/Director

I accept responsibility for the above inventory items: _____
Signature of person receiving item(s)