

St. Francis Area Schools

Business Services
4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7040 • www.isd15.org

Fixed Asset Transfer

Date: _____ Program/School: _____

Department: _____ Room: _____

Requested by: _____ Approved by: _____

Please make a copy, attach copy to the item, and complete a work order to the Maintenance Department for moving the equipment.

IMPORTANT: Return original to District Office; make copy for your records.

TRANSFER FROM

School: _____ Room: _____

Department: _____

TRANSFER TO

School: _____ Room: _____

Department: _____

REQUIRED

Asset Number: _____ Quantity: _____

Manufacturer: _____ Model Number: _____

Serial Number: _____ Date Acquired: _____

Description of Asset: