

**ISSAQUAH SCHOOL DISTRICT #411
FIXED ASSET TRANSFER/DELETION FORM**

FROM _____ **LOCATION#** _____
(BUILDING NAME)

TO _____ **LOCATION #** _____
(BUILDING NAME)

_____ **TRANSFER**

_____ **DELETION**
 _____ **SURPLUS (TO WAREHOUSE)**
 * (____ Working ____ Non-working)

_____ **DISCARDED IN TRASH**
 *(____ Broken ____ Unsafe)

ASSET #	DESCRIPTION	MFR	MODEL NAME	MODEL #	SERIAL #	FROM:NAME	TO:NAME

Form completed by _____ Date of Transfer _____ Transferred in Database by _____

FORM INSTRUCTIONS: PINK - ORIGINATOR KEEPS
 YELLOW - DESTINATION KEEPS
 WHITE - FORWARD TO FIXED ASSET CLERK