

Allen East Local Schools

Transfer of Assets Form

Please complete this form if moving assets from one location to another and return to the Treasurer's Office. Transferred assets become the responsibility of the recipient that signs below.

Transfer Initiated By:

Date:

Asset #	Asset Description	Serial Number ISBN	From Room Number/ Location	To Room Number/ Location	Signature of Person Receiving Asset

Treasurer's Office Approval:

Date:

TREASURER OFFICE USE Processed/Filed Date: