

# NEWTON MUNICIPAL SCHOOL DISTRICT



205 School Street  
Newton, MS 39345

## REQUEST FOR PERMANENT FIXED ASSET ROOM TRANSFER

TO: PROPERTY MANAGER

FROM: \_\_\_\_\_  
(Employee's name) (Building) (Room#)

DATE: \_\_\_\_\_

It is requested that the following item(s) for which I am currently responsible be transferred:

Description of Item(s)	Serial Number	Asset Code/Bar Code

New location of assets: \_\_\_\_\_  
(Building) (Room#)

I accept responsibility for the above inventory items: \_\_\_\_\_  
(Signature of Employee Receiving inventory)

Transfer authorized by: \_\_\_\_\_  
(Property Manager) (Date)