

Tommy Branch
Superintendent of Education

Lynn Revette
Assistant Superintendent

Wayne County School District

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Anetia Beal-Norsworthy, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

ASSET TRANSFER REPORTING FORM FA-B

- INTER-SCHOOL TRANSFER
 SCHOOL-TO-SCHOOL TRANSFER

DESCRIPTION _____ ASSET TAG NUMBER _____

TRANSFERRED FROM: SCHOOL/BLDG/WING _____ ROOM _____

TRANSFERRED TO: SCHOOL/BLDG/WING _____ ROOM _____

SIGNATURE OF EMPLOYEE TRANSFERRING ASSET

DATE

SIGNATURE OF EMPLOYEE RECEIVING ASSET

DATE

SIGNATURE OF TRANSFERRING BFAC

DATE

THIS PORTION TO BE COMPLETED BY RECEIVING SCHOOL

SCHOOL RECEIVING ITEM _____ TRANSFER DATE _____

BLDG/WING _____ ROOM _____

SIGNATURE OF EMPLOYEE RECEIVING ASSET

DATE

SIGNATURE OF RECEIVING BFAC

DATE

THIS FORM MUST BE COMPLETED AND COPY SENT TO DFAC

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

- UPDATE MARATHON DATABASE
 PRINT/MAIL FORM FA-G, ROOM REPORT TO LOCATION'S BFAC
 FILE COMPLETED FORM (COPY) BY LOCATION

DISTRIBUTION/FILING INSTRUCTIONS

1 – ORIGINAL – TRANSFERRING SCHOOL BFAC

2 – COPY – DFAC

3 – COPY – RECEIVING SCHOOL BFAC

NOTE: RECEIVING SCHOOL SEND COPY TO DFAC

DFAC SIGNATURE _____ DATE COMPLETED _____

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district:

Mrs. Lynn Revette, Assistant Superintendent of Education, 810 Chickasawhay Street, Waynesboro, MS 39367 (601) 735-4871
Phone: 800-368-1019 Toll Free: 800-537-7697 Email: OCRMail@hhs.gov