

**SOMERSET INDEPENDENT SCHOOL DISTRICT
FIXED ASSET TRANSFER/DISPOSAL FORM**

Asset No. (Bar Code)	Action Code	Asset Description	Serial Number	From Location (Rm #)	To Location (Rm #)	Disposal Code	Comments
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Released by: _____ Location: _____ Date: _____

Received by: _____ Location: _____ Date: _____

Action Codes:

- A** - Add
- T** - Transfer
- D** - Delete (Documentation to support removal from inventory must be attached; i.e. Police Report, etc.)

Disposal Codes:

001-Central Office

For Administrative Services: