FIXED ASSET REPAIR / TRANSFER

DARLINGTON COUNTY SCHOOL DISTRICT

FIXED ASSET TAG NUMBER: _____

UNIT DESCRIPTION: _____

ASSET TAG TO REMAIN ON PIECE OF EQUIPMENT AT ALL TIMES UNTIL IT IS SOLD AT DISTRICT AUCTION

REPAIR:

Anticipated Return Date: _____ Trade Out Fixed Asset# _____

Date Picked Up: _____ By: _____

Sending School/Department: _____

Contact Person: _____ Date: _____

Description of Repair Requested: _____

TRANSFER:

Transferred from: _____

Transferred to: _____

_____	_____	_____
Sending Signature	**Location**	**Date**
_____	_____	_____
Receiving Signature	**Location**	**Date**
_____	_____	_____
Warehouse Signature	**Location**	**Date**