



Tate County School District

Asset **TRANSFER** Reporting Form

This form is to be used for permanent asset transfers **ONLY**. Temporary transfers or assignments should be reported on the **Assignment / Check-out Fixed Asset Form**.

SENDING Site (Room, Building, or School)

Asset Description: _____

Transfer OUT Date: _____ **Asset Tag #:** _____

Transferred FROM:

School / Site: _____

Building #: _____ **Room #:** _____

Signature – Employee (1) _____ Date

Signature – Principal / Director (2) _____ Date

RECEIVING Site (Room, Building, or School)

Transfer IN Date: _____ **Asset Tag #:** _____

Transferred TO:

School / Site: _____

Building #: _____ **Room #:** _____

Signature – Employee (3) _____ Date

Signature – Principal / Director (4) _____ Date

Fixed Assets Office Use ONLY

Posted by: _____ **Date:** _____

- (1) Employee Responsible for Asset (Sending Site)
- (2) Principal/Director of School/Department Sending Asset
- (3) Employee Responsible for Asset (Receiving Site)
- (4) Principal/Director of School/Department Receiving Asset