

CALCASIEU PARISH SCHOOL BOARD

Transfer of Fixed Asset Notification Form

SCAN AND EMAIL SIGNED FORM TO: fixedassets@cpsb.org

The purpose of this form is to notify Fixed Assets of the change in site, assignment, room or building of a CPSB tagged asset assigned to your school or department. This method of tracking assets is a very important part of the CPSB annual audit process.

Date: _____ Asset ID Number (Tag) _____

S/N _____ Description _____

(ex. Opti 7010, Lat E3340, iPad)

Old Location:

School/Dept Name: _____ Loc Code: _____

Assigned to: _____ Rm: _____

New Location:

School/Dept Name: _____ Loc Code: _____

Assigned to: _____ Rm: _____

If an item is moved from one school/department to another, signature of the new assignee and administrative personnel is required.

NEW Assignee Signs here: _____

NEW Principal/Dept Head Signs here: _____

Notes/Comments

When Transferring Multiple Assets, Use the S-520B Form.

Completed by Fixed Assets: _____

Form S-520 11-15