

Donna Independent School District
Fixed Assets Equipment / Furniture Transfer Form
(Please return to Fixed Assets Department)

Please Print:

Date: _____

From: _____ To: _____

School/Department #: _____ School/Dept # _____ Room# _____

Quantity	Asset # or Serial #	Description of Equipment Note: Check items as usable or unusable	Junk	Usable

Signature: Releasing Personnel _____

Signature: Receiving Personnel _____

Signature: Fixed Assets Accountant _____

Date: _____

Submit these form **INTACT** for proper signature to the Warehouse Department. The Warehouse will initiate paper work to Fixed Assets Department for accountability. For more information, please call Mr. Jose L. Valdez @ (956) – 464-1974.