

Fixed Asset Change of Placement Form
Kosciusko School District

Blue Tag # _____ Green Tag # _____ Date: _____

Description of Item : _____

Releasing School _____ Room # _____

Receiving School _____ Room # _____

Must be signed by BOTH:

Principal **Releasing** Item : _____

Teacher **Releasing** Item : _____

Principal **Receiving** Item : _____

Teacher **Receiving** Item : _____

Fixed Asset Manager: _____

Completion Date: _____