OUACHITA PARISH SCHOOL BOARD

PROPERTY CONTROL DEPARTMENT

CENTRAL OFFICE
100 BRY STREET
MONROE, LA 71201

INTERNAL MOVING OF FIXED ASSET FORM

SCHOOL/DEPARTMENT:	LOCATION #:

Instructions: List below the assets that have been moved from one building and/or room number within your school/department to another. DO NOT use this form if the assets are being relocated to another school. *Fixed Asset Transfer Forms* are used for this.

		PRIOR		NEW	
FIXED ASSET TAG NUMBER	DESCRIPTION	BLDG #	ROOM #	BLDG #	ROOM #

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Signature of Principal/Department Head

****RETURN THE ORIGINAL TO THE PROPERTY CONTROL DEPT.****
RETAIN A COPY FOR YOUR FILES.