MAMARONECK UNION FREE SCHOOL DISTRICT

FIXED ASSETS/INVENTORY CONTROL

This form is to be used for the transfer of inventory from one location to another
or for inventory being discarded or sold.

School / Location: _____

_____

_____

☐ Transfer
☐ Sold
☐ Deletion
☐ Disposed

Date	Description/Serial #	Asset #	From: (Room/Area)	To: (Room/Area)

Date:_____

Approved (Department Supervisor):_____

Please send form to Sylvia Wallach, Assistant Superintendent for Business Operations for signature and then to Joanne Rice, the District Clerk for Board of Education approval.

Signature of Assistant Superintendent for Business Operations:_____

Please return completed form to Sara Johnson, Purchasing Agent in the Business Office when information has been approved by the Board of Education.