

TRANSFER AN ASSET RECORD WORKSHEET

ASSET & BAR CODE

PREVIOUS LOCATION _____

NEW LOCATION _____

PREVIOUS BUILDING _____

NEW BUILDING _____

PREVIOUS ROOM # _____

NEW ROOM # _____

NEW TEACHER'S NAME _____ SIGNATURE _____

CLASSIFICATION

731

(Computer Equipment)

735

(Furniture & Equipment)

GROUP 241

P O NUMBER _____

FUND CODE _____

DESCRIPTION _____

VENDOR NAME _____

DATE OF PURCHASE _____

PURCHASE AMOUNT _____

LIFE EXPECTANCY _____

MANUFACTURER _____

MODEL # _____

SERIAL # _____

VENDOR # _____

CHECK # _____

CLAIM # _____

Building Principal Signature _____ Date _____

COMPLETE AND FAX TO CENTRAL OFFICE