

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
FIXED ASSET TRANSFER FORM**

**INSTRUCTIONS:** The sending organization must generate a work order, complete this form, make a copy of completed form for retention, and send original form to Maintenance & Operations or Technology. Who will be responsible for obtaining sending campus/department signature, transfer the items, obtain receiving personnel signature, sign form upon completion, and send original to the Business office.

**WORK ORDER#:** \_\_\_\_\_ **WORK ORDER DATE:** \_\_\_\_\_

**SENDING CAMPUS/DEPARTMENT:** \_\_\_\_\_ **ORG:** \_\_\_\_\_

**RECEIVING CAMPUS/DEPARTMENT:** \_\_\_\_\_ **ORG:** \_\_\_\_\_

**REASON FOR TRANSFER:** \_\_\_\_\_

**APPROVAL OF TRANSFER:** \_\_\_\_\_  
SENDING CAMPUS/ PRINCIPAL OR ADMINISTRATOR      DATE OF APPROVAL

Fixed Asset	Asset I.D.	Asset Description, Manufacturer, Model, Size, etc	Serial #

Technology and Maintenance & Operations use only:

_____ Sending campus/department acknowledgement of transfer		_____ Receiving campus/department acknowledgement of transfer	
Date Technology picked up: _____		Date Maintenance & Operations picked up: _____	
Acknowledgement installed by Technology . Signature _____		Date _____	