

East Jasper School District

Request for Fixed Asset(s) Equipment Permanent Transfer

To: Property Manager

From: _____ Staff/Teacher Name

Room# _____ Date: _____

It is requested that the following items for which I am currently responsible for, be transferred to:

Room# _____

School/Location _____

Fixed Asset Tag #	Serial Number	Description of Equipment/Item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Staff/Employee Signature

Supervisor/Principal's Signature

**** Please forward completed form to Mrs. Andrea Pierce-McFarland (HJHS & HHS Bookkeeper/Fixed Assets)