



NORTH PANOLA SCHOOL DISTRICT

Central Office

470 Hwy 51 North Sardis, MS 38666
Phone: (662) 487-2305 Fax: (662) 487-2050

Cedric Richardson, Superintendent

“Providing a Quality Education for All Students”

Asset **TRANSFER** Reporting Form
This form is to be used for permanent asset transfers only.

To be completed by School/Department

Asset Description: _____

Transfer OUT Date: _____ **Asset Tag #:** _____

Transferred FROM:

School / Site: _____

Building #: _____ **Room #:** _____

Signature – Employee (1)

Date

Signature – Principal / Director (2)

Date

RECEIVING SITE (Room, Building, or School)

Transfer IN Date: _____ **Asset Tag #:** _____

Transferred TO:

School / Site: _____

Building #: _____ **Room #:** _____

Signature – Employee (3)

Date

Signature – Principal / Director (4)

Date

- (1) Employee Responsible for Asset (Sending Site)
- (2) Principal/Director of School/Department Sending Asset
- (3) Employee Responsible for Asset (Receiving Site)
- (4) Principal/Director of School/Department Receiving Asset

*Vision: To become an A-rated district with all A-rated schools
“Leadership, Collaboration, Innovation”*