



NCSD INVENTORY

REQUEST TO TRANSFER FIXED ASSET

Please make sure lines 1-7 are completed before sending to District Office in Tonopah.
Lines 6 & 7 should be completed by principal/assistant principal or person who has oversight/assistant oversight of department/classroom.
This form should accompany item being transferred.

1. School/Dept originally assigned to _____ Inventory# _____

 2. School/Dept/ **room** # to be transferred to _____

 3. Item Description _____

 4. Serial # _____ Model# _____

 5. Reason for Transfer _____

 6. Approved by _____ Signature _____ Date _____

 7. Received by _____ Signature _____ Date _____
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District Office

Transfer recorded Date _____

Signed by _____