

Asset Form B

**MADISON COUNTY SCHOOL DISTRICT
ASSET TRANSFER REPORTING FORM**

This form is to be used for *permanent* asset transfers only. *Temporary transfers or assignments* should be reported on the Assignment/Check-out of Fixed Assets Form.

This form must follow the asset to the Receiving Site. After completion at the Receiving Site, it must be sent immediately to the district's Fixed Assets Office.

SENDING SITE (Room, Building, or School)

ASSET DESCRIPTION: _____

TRANSFER OUT -- Date: _____ **Asset Tag #:** _____

Transferred from:

SCHOOL/SCHOOL #: _____

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/SCHOOL #: _____

BUILDING#: _____

ROOM #: _____

Signature – Employee (1) **Date**

Signature – Principal/Director (3) **Date**

FIXED ASSETS OFFICE USE ONLY

Posted by: _____ **Date:** _____

- (1) Employee Responsible for Asset (*Sending & Receiving Site*)
- (2) Principal/Director of School/Dept Sending Asset
- (3) Principal/Director of School/Dept Receiving Asset

