

Irwin County Board of Education

ASSET AND EQUIPMENT TRANSFER FORM

ALL INFORMATION MUST BE COMPLETE AND ACCURATE

Please complete all pertinent information.

This form must be completed when transferring Fixed Assets and Equipment and must be approved by Supervisor, etc. and filed with the Accounting Dept (Attn Sandi Purvis)

County Tag # _____
Description _____
Manufacturer _____ Model _____
Serial # _____
Condition _____

County Tag # _____
Description _____
Manufacturer _____ Model _____
Serial # _____
Condition _____

County Tag # _____
Description _____
Manufacturer _____ Model _____
Serial # _____
Condition _____

Both departments must sign this form prior to submission.

Transferred From:	
_____	_____
Transferring From	School & Grade
_____	_____
Signature of Department Head or Designee	Date

Transferred To:	
_____	_____
Transferred To	School & Grade
_____	_____
Signature of Department Head or Designee	Date

Accounting Department and IT Department Use ONLY	
Recorded by: _____	Date: _____
Notes: _____	