

Fixed Asset Inventory

(Personal Property)

Transfer Inventory Form

Date: _____

Asset ID #: _____

Item Description: _____

Manufacturer: _____

Serial #: _____

Transfer FROM:

Transfer TO:

School/Location: _____

School/Location: _____

Room: _____

Room: _____

Completed By: _____

Date: _____

Approved By: _____

Date: _____

Approved by Technology Coordinator (required on ALL technology items):

Date: _____