



NORTH TIPPAH SCHOOL DISTRICT



Phone: 662-837-8450 Fax: 662-837-8455

PERMANENT TRANSFER

To: Property Manager School Name: _____

From: _____
(Employee's Name)

Date: _____

It is requested that the following items for which I am currently responsible be transferred to:

(Employee's Name)

(School)

(Building)

(Room Number)

Description	Serial Number	District Asset Number

Transfer authorized by _____
(Property Manager)

Date: _____

I accept responsibility for the above items _____
(Employee receiving inventory)