

West Point Consolidated School District
Fixed Asset Temporary Transfer Form

Prepared By: _____ Date: _____ Location: _____

Identifying Tag Number _____

Description of Item _____

The above listed item has been temporarily moved as follows:

From Location _____ Room _____

To Location _____ Room _____

Signed _____ Date _____
Transferring Principal/Department Head

Signed _____ Date _____
Receiving Principal/Department Head

I, _____, certify the item listed above has been returned to the original location.

Signed _____ Date _____

Note: This form should be kept on file in the office of the building where the item is on inventory.