Warren County Career Center
"Your choice for a future of opportunities"

FIXED ASSET PERMANENT TRANSFER FORM

REQUEST THAT THE FOLLOWING ITEM(S) BE TRANSFERRED FROM THEIR PRESENT LOCATION FOR THE PURPOSE OF

_____.

TAG NUMBER	DESCRIPTION	OLD LOCATION	NEW LOCATION

REQUESTED BY:_____
ADMINISTRATOR DATE OF REQUEST

APPROVED BY: _____
SUPERINTENDENT DATE

APPROVED FORM IS FORWARDED TO TREASURER AND TRANSFER IS THEN UPDATED ON FIXED ASSET INVENTORY SYSTEM ON COMPUTER.

DATE UPDATED:_____ _____
TREASURER

Rev. 06/08