

**NORTH FORK LOCAL SCHOOL DISTRICT
ASSET TRANSFER REPORTING FORM**

This form is to be used for asset transfers only.

This form must follow the asset to the Receiving Site. After completion at the Receiving Site, it must be sent immediately to the district's Treasurer Office.

SENDING SITE (Room, Building, or School)

SCHOOL: _____ ROOM #: _____

ASSET DESCRIPTION: _____

TRANSFER OUT -- Date: _____ Asset Tag #: _____

Signature – Employee _____
Date

Signature – Principal/Administrator _____
Date

RECEIVING SITE (Room, Building, or School)

SCHOOL: _____ ROOM #: _____

TRANSFER IN – Date: _____ Asset Tag #: _____

Signature – Employee _____
Date

Signature – Principal/Administrator _____
Date

FIXED ASSEST OFFICE USE ONLY

Posted by: _____

Date: _____