

ROSS-PIKE COUNTY ESD

FIXED ASSET PERMANENT TRANSFERS

I AM REQUESTING THAT THE FOLLOWING ITEM(S) BE TRANSFERRED FROM THEIR PRESENT LOCATION FOR THE PURPOSE OF: _____

TAG NUMBER	DESCRIPTION	OLD LOCATION	NEW LOCATION

REQUESTED BY: _____
COUNTY OFFICE EMPLOYEE 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 _____