INDEPENDENT SCHOOL DISTRICT NO.1

CHANGE/UPDATE FIXED ASSET FORM

This form is to be used when moving equipment from location-location or from room-room within the same location.

DATE _____ SCHOOL _____

PREPARED BY _____

Must have signature and date above before form will be processed.

Check the appropriate box below.

☐ Sent to surplus

☐ Broken/used for parts

☐ Transfer within school (See room # below.)

☐ Other _____

☐ Returned to vendor (defective)

☐ Sent to shop for repairs

☐ Replaced FA# _____ with _____

Transfer to: School _____ **Building** _____ **Room** _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

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Asset # _____ Serial # _____ Room # _____ Desc. _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

Asset # _____ Serial # _____ Room # _____ Desc. _____

FOR BUSINESS OFFICE USE ONLY

Entered in AS/400 by _____ Date _____