

## 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

Returned to vendor (defective)

Broken/used for parts

Sent to shop for repairs

Transfer within school (See room # below.)

Replaced FA# \_\_\_\_\_ with \_\_\_\_\_

Other \_\_\_\_\_

**Transfer to: School** \_\_\_\_\_ **Building** \_\_\_\_\_ **Room** \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Room # \_\_\_\_\_ Desc. \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Room # \_\_\_\_\_ Desc. \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Room # \_\_\_\_\_ Desc. \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Room # \_\_\_\_\_ Desc. \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Room # \_\_\_\_\_ Desc. \_\_\_\_\_

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. \_\_\_\_\_

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FOR BUSINESS OFFICE USE ONLY  
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Entered in AS/400 by \_\_\_\_\_

Date \_\_\_\_\_