

**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.

Transfer within school to room _____

Transfer to: School _____ Building _____ Room _____

Sent to surplus - Picked up by _____

Broken/used for parts _____

Returned to vendor (defective) _____

Sent to district shop for repairs _____

Other _____

Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
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Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____
Asset #	_____	Serial #	_____	Room #	_____	Description	_____

FOR BUSINESS OFFICE USE ONLY

Entered by _____

Date _____