

**Forest Hills School District**  
**Asset Transfer Form**

(Please complete all information and send to the Central Office)  
(Retain a copy for your records)

**Location of Asset:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administration Building              | <input type="checkbox"/> Maintenance Building       | <input type="checkbox"/> Transportation Garage    |
| <input type="checkbox"/> Anderson High School                 | <input type="checkbox"/> Mercer Elementary School   | <input type="checkbox"/> Turpin High School       |
| <input type="checkbox"/> Ayer Elementary School               | <input type="checkbox"/> Nagel Middle School        | <input type="checkbox"/> Wilson Elementary School |
| <input type="checkbox"/> Food Service/Transportation Building | <input type="checkbox"/> Sherwood Elementary School | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Maddux Elementary School             | <input type="checkbox"/> Summit Elementary School   | <input type="checkbox"/> Other _____              |

*A "permanent transfer" is defined as any transfer from one room to another, or one building to another, that will last the remainder of the school year, or longer.*

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**To Be Completed by Person Requesting Transfer of Asset**

Tag #: \_\_\_\_\_

Item: \_\_\_\_\_ Quantity: \_\_\_\_\_ Serial #: \_\_\_\_\_

Description: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

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**To Be Transferred From:**

**To Be Transferred To:**

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Signature of Administrator / Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Completed by Treasurer's**

Function Code changes from \_\_\_\_\_ to \_\_\_\_\_

Date Inventory System Updated: \_\_\_\_\_

Signature: \_\_\_\_\_ -

August, 2003