

ASSET DISPOSITION FORM

Transfer

CURRENT LOCATION OF ASSET	LOCATION ASSET TRANSFERRED TO	ASSET ID TAG #	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	DATE TRANSFERRED	ADDITIONAL INFORMATION

Principal's Approval _____ Date _____

Work order entered by: _____ Date _____

Picked up by: _____ Date _____

Fixed Asset Clerk's Signature _____ Date _____