

BRIGHT LOCAL SCHOOL DISTRICT
FIXED ASSET PERMANENT TRANSFERS

I AM REQUESTING THAT THE FOLLOWING ITEM(S) BE TRANSFERRED FROM THEIR PRESENT LOCATION FOR THE PURPOSE OF: _____

<u>TAG NUMBER</u>	<u>DESCRIPTION</u>	<u>OLD LOCATION</u>	<u>NEW LOCATION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REQUESTED BY: _____
PRINCIPAL/DEPARTMENT HEAD
DATE OF REQUEST

APPROVED BY: _____
SUPERINTENDENT
DATE

APPROVED FORM IS FORWARDED TO TREASURER AND TRANSFER IS THEN UPDATED ON FIXED ASSET INVENTORY SYSTEM ON COMPUTER.

DATE UPDATED: _____
TREASURER