

LOUDONVILLE – PERRYSVILLE SCHOOL DISTRICT

ITEM TRANSFER FORM

THIS FORM IS TO BE USED WHEN YOU HAVE MOVED A PIECE OF EQUIPMENT FROM A LOCATION TO A NEW LOCATION.

DATE _____

TAG# _____

SERIAL #/MODEL # OF ITEM _____

ITEM DESCRIPTION _____

OLD LOCATION _____
(ROOM # & BLDG)

NEW LOCATION _____
(ROOM # & BLDG)

PERSON COMPLETING THE FORM _____

TREASURER'S OFFICE USE ONLY

Function change _____