

LOUDONVILLE – PERRYVILLE 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 \_\_\_\_\_

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TREASURER'S OFFICE USE ONLY

Function change \_\_\_\_\_