Brownsville Independent School District

Fixed Assets Equipment Transfer Form

(Please return to the Fixed Assets Department c/o F.A. Accountant)

Please Type:
Date: _____

From: _____ To: _____
School / Department #: _____ School / Department #: _____Room#_____

Quantity	Asset # or Serial #	Description of Equipment Note : Asset number or serial number must be assigned before a transfer may be generated.

Signature : Releasing Administrator _____

Signature : Receiving Administrator _____

Date : _____
Initials: _____

White Copy – Fixed Assets Department
Yellow Copy – Originating Location
Pink Copy – Receiving Location

Submit this form to the Fixed Assets Department. The Fixed Assets Department will initiate the transfer process. For more information, please call 548-8375.

(Rev 1/2007)