



# West Bolivar Consolidated School District

909 Highway 8 - PO Box 189

Rosedale, Mississippi 38769

**James Johnson-Waldington, Superintendent**



Phone: 662-759-3525

Facsimile: 662-759-6795

THIS FORM IS TO BE USED FOR **PERMANENT TRANSFER ONLY**. TEMPORARY TRANSFER OR ASSIGNMENTS SHOULD BE REPORTED ON THE ASSIGNMENT/CHECK OUT OF **FIXED ASSETS FORM**.

THIS FORM MUST FOLLOW THE ASSET TO THE RECEIVING SITE. AFTER COMPLETION AT RECEIVING SITE, **IT MUST BE IMMEDIATELY SENT TO THE DISTRICT'S FIXED ASSET MANAGER**.

### SENDING SITE (ROOM, BUILDING OR SCHOOL)

Asset Description:		Fixed Asset Bar Code:	
Transfer Out Date:		Serial No:	
Transfer From School			
Transfer From Building			
Transfer From Room Number			
<b>Signature – Employee Sending Site</b>	<b>Date</b>	<b>Principal – Sending Site</b>	<b>Date</b>
<b>Technology Director</b>	<b>Date</b>	<b>Fixed Asset Manager</b>	<b>Date</b>

### RECEIVING SITE (ROOM, BUILDING OR SCHOOL)

Asset Description:		Fixed Asset Bar Code:	
Transfer Out Date:		Serial No:	
Receiving School			
Receiving Building			
Receiving Room Number			
<b>Signature – Employee Receiving Site</b>	<b>Date</b>	<b>Principal – Receiving Site</b>	<b>Date</b>
<b>Technology Director</b>	<b>Date</b>	<b>Fixed Asset Manager</b>	<b>Date</b>

### CENTRAL OFFICE USE ONLY

RECORDED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\* ALL SIGNATURES ARE REQUIRED IN ORDER TO COMPLETE FIXED ASSET TRANSFER \*\***