

MONROE CITY SCHOOLS  
Monroe, Louisiana

PROPERTY TRANSFER FORM

This form is used when Asset is moved from one location to another or from classroom to classroom. It must be sent to new location with the equipment for completion by receiving location/classroom.

The old location/classroom should complete and sign the top of the form.

Once the equipment arrives at the new location, the bottom portion of the form should be completed, signed and send to Mrs. Litta Goins in the Business Department.

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Transferred by \_\_\_\_\_  
Site Coordinator Signature

Tag #: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Description: \_\_\_\_\_

From room/bldg. \_\_\_\_\_ Assigned to \_\_\_\_\_

Transferred to: \_\_\_\_\_ (Room/Building)

Assigned to: \_\_\_\_\_ (Employee)

Received by: \_\_\_\_\_ (Site Coordinator)

Site: \_\_\_\_\_ Date: \_\_\_\_\_