Scott County School District
Fixed Asset Transfers

Date: _____ **Purchase Order #:** _____

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location	To Location	Disposal Code	Return Y or N	Work Order #

PLEASE OBTAIN FORMS FROM YOUR SCHOOL STC OR FROM PAT EMMONS AT CENTRAL OFFICE

Action codes:
A – Add
L – Loan
T – Transfer

DISTRICT USE ONLY
Disposal Codes:
901-Theft *
902-Destroyed
903-Traded
904-Salvage
905-Auction

Released by: _____ Date _____
Print Name
_____
Signature

Transported by: _____ Date _____
Print Name
_____
Signature

Received by: _____ Date _____
Print Name
_____
Signature

DISTRICT USE ONLY
Disposal Codes:
901-Theft *
902-Destroyed
903-Traded
904-Salvage
905-Auction

**Must be accompanied by Police Report.*

***Documentation to support removal from inventory must be attached, i.e. Police Report, etc.**

White: Business Dept. Central Office Yellow: Receiving Location Pink: Releasing Location

SCBE-FA1B
(Revised 2004)