

**(ATTACH TO ITEM)**  
Sulphur Springs School District  
Maintenance and Operations Department  
**FIXED ASSET TRANSFER**

Transfer Date \_\_\_\_\_ Bar Code/Tag # \_\_\_\_\_

Item Description \_\_\_\_\_

Serial number \_\_\_\_\_ Model \_\_\_\_\_

FROM: School/Site \_\_\_\_\_ Location/Room \_\_\_\_\_

TO: School/Site \_\_\_\_\_ Location/Room \_\_\_\_\_

Principal's Signature \_\_\_\_\_

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