

LAKE SHORE PUBLIC SCHOOLS

**FIXED ASSET
TRANSFER FORM**

Purchase Order Number, if known _____

Date Acquired, if known _____

Asset Number *(Business Office Use Only)* _____

Description _____

Transfer From:
Building/Department, Room Number, Etc. _____

Transfer To:
Building/Department, Room Number, Etc. _____

Transfer Date _____

Building Administrator/Department Head Signature

Date