

**MITCHELL COUNTY SCHOOLS
ASSET TRANSFER FORM**

DATE

To be used when transferring an asset from a room or school.

Transfer information should be entered into the FATS by persons responsible at each school.

Asset Number: _____ Serial Number: _____

Asset Description: _____

Old Room Location: _____

New Room Location: _____

Old School Location: _____

New School Location: _____

Principal Signature