Croton-Harmon School District

10 Gerstein Street

Croton-on-Hudson, NY 10520

FIXED ASSET TRANSFER FORM

Instructions: Enter information related to fixed asset transfers in the table below. If you are missing information leave the cell blank. In the cell labeled "Asset Tag #", enter the asset identification number located on the asset tag, this is required information. Submit the form to the business office for all fixed assets with a cost greater $300. For fixed assets with a cost from $100 - $300 complete the form and retain in your schools fixed asset records.

	Old Location	*New Location*
Bldg		
Room		
Dept		
Asset Tag #		
Asset Description		
Manufacturer		
Model Number		
Serial Number		
Reason for Transfer:		

Authorizations / Signatures for Transfer

1) _____ ____
Staff Member Requesting Transfer Date

2) _____ ____
Principal, Director or Designee Date

3) _____
Transfer Completed by Date

4) _____
Fixed Asset Database Updated by Date