

WASHINGTON COUNTY SCHOOL DISTRICT
INVENTORY REPORT ***TRANSFER*** FORM 402E (revised)

TRANSFERRING FROM

Date: _____ Barcode #: _____

School/Department: _____ Room: ____ - ____ - ____ - ____

Item Description: _____

Model: _____ Serial #: _____

Explanation: _____

Inventory Person Approval: _____ Date: _____

**Transferring school - Send signed original form with asset to receiving school.

TRANSFERRING TO

School/Department: _____ Room: ____ - ____ - ____ - ____

Inventory Person Approval: _____ Date: _____

**Receiving school – Sign original form indicating that asset has been received and forward to Fixed Asset Personnel at the District Office.

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