


HAZLETON AREA SCHOOL DISTRICT

Fixed Assets (Transfer/Missing/ Vandalism Form)

Please fill this form out when transferring an asset, discovering an asset missing or vandalized. If transferring, the sending employee fills out this form and attaches it to the asset to be sent to its new location. The receiving employee (1) signs the form and sends it to the Fixed Assets Coordinator in the Business office. Have principal sign form (2) to authorize transfer. If missing or vandalized, the employee who discovers it as such fills out and signs (3) this form (attach security report) and sends it to the Fixed Assets/Purchasing Coordinator.

Date _____ Asset Number _____

Description of Asset _____

T/M/V  T - Transfer M - Missing (need security report) V - Vandalized (need Security report)

Comments _____

Sending Building, Room # & Person _____

Receiving Building, Room # & Person _____

Receiving Employee's Signature (1) _____ Date _____

Sending Principal's Authorization (2) _____ Date _____
(Supervisor)

Missing/Vandalism Signature (3) _____ Date _____

Form: Fixed assets 8/30/11


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