

**ISSAQUAH SCHOOL DISTRICT #411  
FIXED ASSET TRANSFER/DELETION FORM**

**FROM** \_\_\_\_\_ **LOCATION#** \_\_\_\_\_  
(BUILDING NAME)

**TO** \_\_\_\_\_ **LOCATION #** \_\_\_\_\_  
(BUILDING NAME)

\_\_\_\_\_ **TRANSFER**

\_\_\_\_\_ **DELETION**  
 \_\_\_\_\_ **SURPLUS (TO WAREHOUSE)**  
 \* ( \_\_\_ Working \_\_\_ Non-working)  
  
 \_\_\_\_\_ **DISCARDED IN TRASH**  
 \*( \_\_\_ Broken \_\_\_ Unsafe)

ASSET #	DESCRIPTION	MFR	MODEL NAME	MODEL #	SERIAL #	FROM:NAME	TO:NAME

Form completed by \_\_\_\_\_ Date of Transfer \_\_\_\_\_ Transferred in Database by \_\_\_\_\_

**FORM INSTRUCTIONS:** PINK - ORIGINATOR KEEPS  
 YELLOW - DESTINATION KEEPS  
 WHITE - FORWARD TO FIXED ASSET CLERK