

Argyle Independent School District

Transfer of Equipment

Only items that are fixed assets need to be placed on this form. Examples of these items are computers, technology accessories, other items kept on campus inventories.

If the item is a fixed asset:

1. List the AISD tag number located on the item.
2. List a description of the item.
3. List the serial number of the item, if applicable.

AISD Asset #	Description	Serial #

Originating Campus

Original Location _____ Room # _____

Signature of Originator

Receiving Campus

Current Location _____ Room # _____

Signature of Receiver