

**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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