

TRANSFER
WASHINGTON COUNTY SCHOOL DISTRICT
INVENTORY REPORT *****TECHNOLOGY TRANSFER FORM******
FORM 402T Use for ANY technology item

Section 1: To be completed by Facility Fixed Asset Secretary

TRANSFERRING FROM:

Date: _____

School/Department: _____ Room: _____

Item Description: _____

Barcode ID #: _____

Make _____

Model: _____

Serial #: _____

Explanation: _____

Transferring Principal/Department Director Approval _____

Date: _____

Section 2: To be completed by Receiving School / Location

TRANSFERRING TO:

School/Department: _____ Room: _____

Receiving Location Approval: _____ Date: _____