

# ANACORTES SCHOOL DISTRICT #103

Adoption Date: 10/29/98

Form No. 6570-F-1

## FIXED ASSETS TRANSFER FORM

### INTER-OFFICE REPORT

TO: Business Office

FR: School/Department: \_\_\_\_\_

Principal/Administrator: \_\_\_\_\_ (signature)

The following fixed asset equipment was sent to \_\_\_\_\_ Building/Department on \_\_\_\_\_ (date). This form should be used when fixed asset equipment is transferred to another site. Fill in the form below and provide explanations for each fixed asset equipment item. Examples of transfers include: permanent transfers, trade-ins, temporary loaners, and surplus equipment, etc.

Please attach a copy of this form to each fixed asset equipment item being transferred.

<u>Asset No.</u>	<u>Equipment Description/ Serial Number</u>	<u>Original Location</u>	<u>New Location</u>	<u>Room No. Of New Location</u>	<u>Explanation</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



# ANACORTES SCHOOL DISTRICT #103

Adoption Date: 10/29/98

Form No. 6570-F-2

## FIXED ASSETS THEFT REPORT

### INTER-OFFICE REPORT

TO: Business Office

FROM: School/Department:

Principal/Administrator: \_\_\_\_\_ (Signature)

The following fixed asset equipment was stolen from the location listed above on \_\_\_\_\_ (date). A copy of the police report is attached. Yes \_\_\_\_ No \_\_\_\_

<u>Tag No.</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Policy No. 6600  
Management Support

## TRANSPORTATION

The Board of Directors authorizes the use of school buses for the primary purpose of transporting students to and from school and for activities approved by the district in accordance with RCW Chapter 28A-160.

