



Wayne County School District

Preparing Tomorrow's Leaders Today



Superintendent of Education
Bobby Jones

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Tyrone Marshall

Amy Brown, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Robert Dean, District 5

<http://www.wayne.k12.ms.us>

Board Attorney
Marcus Evans

ASSET TRANSFER REPORTING FORM FA-B

- INTER-SCHOOL TRANSFER
- SCHOOL-TO-SCHOOL TRANSFER

DESCRIPTION _____ ASSET TAG NUMBER _____

TRANSFERRED FROM: SCHOOL/BLDG/WING _____ ROOM _____

TRANSFERRED TO: SCHOOL/BLDG/WING _____ ROOM _____

SIGNATURE OF EMPLOYEE TRANSFERRING ASSET

DATE

SIGNATURE OF EMPLOYEE RECEIVING ASSET

DATE

SIGNATURE OF TRANSFERRING BFAC

DATE

THIS PORTION TO BE COMPLETED BY RECEIVING SCHOOL

SCHOOL RECEIVING ITEM _____

TRANSFER DATE _____

BLDG/WING _____

ROOM _____

SIGNATURE OF EMPLOYEE RECEIVING ASSET

DATE

SIGNATURE OF RECEIVING BFAC

DATE

THIS FORM MUST BE COMPLETED AND COPY SENT TO DFAC

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

- UPDATE MARATHON DATABASE
- PRINT/MAIL FORM FA-G, ROOM REPORT TO LOCATION'S BFAC
- FILE COMPLETED FORM (COPY) BY LOCATION

DISTRIBUTION/FILING INSTRUCTIONS

1 – ORIGINAL – TRANSFERRING SCHOOL BFAC

2 – COPY – DFAC

3 – COPY – RECEIVING SCHOOL BFAC

NOTE: RECEIVING SCHOOL SEND COPY TO DFAC

DFAC SIGNATURE _____

DATE COMPLETED _____

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district:

Mr. Tyrone Marshall, Deputy Superintendent of Education, 810 Chickasawhay Street, Waynesboro, MS 39367 (601) 735-4871