

Tommy Branch
Superintendent of Education

Lynn Revette
Assistant Superintendent

Wayne County School District

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

Amy Brown, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

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 _____