

Hardeman County Schools

Internal Transfer of Equipment Form

This form is to be used for all on campus transfers of equipment from one room to another. This form must be completed and approved prior to the transfer.

Date _____ School Name _____

Asset Number	Description	Make	Model	Serial Number	From Room #	To Room #

Reason for Transfer:

I have reviewed this form and have approved the transfer of the above mentioned equipment.

Signature of Principal _____ Date _____

Change made in Inventory System by: _____ Date _____