



Mount Carmel School

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FIXED ASSETS TRANSFER AUTHORIZATION

Description of Item: _____

Manufacturer: _____

Serial Number: _____

Property Tag #: _____

Bar Code #: _____

.....
TRANSFER FROM:

PRESENT LOCATION: Building: A B C Room #: _____

CUSTODIAN OF PROPERTY: _____

.....
TRANSFER TO:

NEW LOCATION: Building: A B C Room #: _____

RECEIVING CUSTODIAN: _____

Originator of Request: _____ Date: _____

Approval of Transfer: _____ Date: _____