

**CAMDEN CITY SCHOOL DISTRICT
FIXED ASSET TRANSFER-DISPOSAL FORM**

To: Business Office

From: _____

Date: _____

Check One **Transfer ()** **Disposal ()**

Description _____

Tag# _____

Serial # _____

Effective Date _____

Grant Program _____

Old Location _____

New Location or Disposal _____

Reason _____

Requested By _____ Date _____

Approved By _____ Date _____

DO NOT WRITE BELOW THIS LINE

Transfer By _____ Date _____

Disposed By _____ Date _____