FIXED ASSET
CHANGE OF LOCATION FORM

ASSET # _____ SERIAL NUMBER _____

DESCRIPTION: _____

ITEM BEING MOVED **FROM:** (Circle one)

ENOTA FAIR STREET CENTENNIAL
GAINESVILLE ELEMENTARY GAINESVILLE MIDDLE
NEW HOLLAND GHS VO TECH GAINESVILLE HIGH
M&O LEARNING ACADEMY PARENT CENTER
INTERNATIONAL CENTER PHOENIX ACADEMY SBO
STORAGE OTHER:

ITEM BEING MOVED **TO**: (Circle one)

ENOTA FAIR STREET CENTENNIAL
GAINESVILLE ELEMENTARY GAINESVILLE MIDDLE
NEW HOLLAND GHS VO TECH GAINESVILLE HIGH
M&O LEARNING ACADEMY PARENT CENTER
INTERNATIONAL CENTER PHOENIX ACADEMY SBO
STORAGE OTHER:

Person requesting/responsible for move:_____

Item moved to room number _____ Location Description _____

Item Received by _____Date move completed _____

(This form is to be used when an item is moved from one facility to another and should be sent to the Central Office to update the Database. When moving items from room to room within the same facility, the school must update the Database.)

REVISED 8/24/04

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