

MANATEE COUNTY SCHOOLS
ASSET TRANSFER

FROM COST CENTER	FROM COST CENTER NAME	REMARKS (REASONS/EXPLANATION)	DATE	
TO COST CENTER	RECEIVING COST CENTER NAME		FOR OFFICE USE ONLY	
PROPERTY NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	RECEIVING COST CENTER LOCATION	
			BUILDING ROOM	USER NAME (EQUIPMENT ASSIGNED TO)
TRANSFERRED FROM (Signature of Principal/Department Head)		PRINT NAME CLEARLY		DATE
For items being turned in as surplus: My signature also verifies that hard drives have been erased of all documents and programs belonging to the District				
PICKED UP BY (Signature)		PRINT NAME CLEARLY		DATE
RECEIVED BY (Signature of Principal/Department Head)		PRINT NAME CLEARLY		DATE