

# CHANGE IN LOCATION OF ASSETS

*Greenland School District*

School/Department \_\_\_\_\_

Description of Equipment \_\_\_\_\_

Inventory ID Number \_\_\_\_\_

Present Location of Equipment \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Room Program/Grade Department

Transferred to: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Room Program/Grade Department

Reason for Transfer:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date