

District School Board of Madison County
Report to Property Record Office
 Where Property Is Disposed of or Transferred

To: **TIM GINN**

*Date: _____

Property Officer

*The following changes have occurred to property under my custody.
 Please change your property record to conform to this office's copy.*

Disposal:	Transfer:
*Center: _____	FROM: _____
__ Traded __ Sold __ Junked	*Center: _____
Reason _____	TO: _____
_____	*Center: _____
Amount Received \$ _____	*Building #: _____
Remitted To _____	*Room #: _____
Date _____	*Assigned to: _____
	(name)

Property Record Information

*Property Record No. _____ *Name of Item _____

Make _____ Location _____

Model _____ Year _____ Serial # / Service Tag # _____

Remarks or Other ID Information _____

TOTAL COST:

CURRENT VALUE:

From(print) _____
 Signature _____
 Title _____

(For Transfers)
 I have received the above property.
 (print name) _____
 Signature _____
 Title _____