

LOUISVILLE MUNICIPAL SCHOOL DISTRICT  
FIXED ASSET SOURCE DOCUMENT  
ITEM TRANSFER

FA2  
Revised 8-3-98

Prepared Date \_\_\_\_\_ By \_\_\_\_\_ School \_\_\_\_\_

PLEASE REFER TO YOUR FIXED ASSET INVENTORY TO COMPELE THE FOLLOWING INFORMATION.

(1) Identifying Control Number \_\_\_\_\_ \*(2) Type \_\_\_\_\_ (3) Item No. \_\_\_\_\_

(3) Description of item \_\_\_\_\_

(4) Manufacturer \_\_\_\_\_ (5) Model No. \_\_\_\_\_

(6) Serial No. \_\_\_\_\_

(7) FDG Source \_\_\_\_\_ (8) Fund Used for Purchase \_\_\_\_\_

(9) Purchase Date \_\_\_\_\_ (10) Purchase Cost \_\_\_\_\_

From Location \_\_\_\_\_ Room \_\_\_\_\_

To Location \_\_\_\_\_ Room \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Transferring Principal/Department Head

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Receiving Principal/Department Head

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Receiving Employee responsible for item

\* (2) Type: A-TV, VCR, Cassette Player, etc. B-Building C-Computer Equipment  
F-Furniture, Fixtures L-Land V-Vehicles M-Musical Instruments  
(8) FDG Source: Complete if used restricted funds - Vo-tech, Title I or II, etc.

Central Office Use only:

Entered into computer by: \_\_\_\_\_

Date entered \_\_\_\_\_