

**GOVERNMENT OF GUAM
DEPARTMENT OF EDUCATION**

SUBJECT TITLE: TRANSFER OF PROPERTY - FIXED ASSET

Control No: _____

Date: _____

From: _____
Location

To: _____
Location

Item No.	Asset Tag	Description of Property	Serial No.	 (CHECK)	ACQ METHOD/ FUNDING SOURCE	Purchase Order no.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

USE VALUES FROM PROPERTY RECORDS.

PREPARED BY:

Print Name:

Signature:

Date:

TRANSFEROR (PRINCIPAL/HEAD ADMINISTRATOR ONLY)

Print Name:

Signature:

Official Title:

RECEIVED BY:

Print Name:

Signature:

Date:

TRANSFeree (PRINCIPAL/HEAD ADMINISTRATOR ONLY)

Print Name:

Signature:

Official Title: