

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 \_\_\_\_\_