

**BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT
ASSET TRANSFER FORM**

ASSET DESCRIPTION BHVSD TAG NUMBER SERIAL/ID NUMBER OLD LOCATION CODE NEW LOCATION CODE

SIGNATURE OF EMPLOYEE COMPLETING FORM _____ DATE _____

SIGNATURE OF SUPERVISOR _____ DATE _____

SIGNATURE OF PERSON RECEIVING ASSET _____ DATE _____

SIGNATURE OF SUPERVISOR _____ DATE _____

OFFICE USE ONLY:

DATE: _____ EMPLOYEE SENT FORM TO TREASURER'S OFFICE

Above Items Transferred on the Computer System _____

Date

Signature