



LAFAYETTE PARISH SCHOOL SYSTEM FIXED ASSET OFF-SITE TRANSFER FORM

FOR CENTRAL OFFICE USE ONLY

Signature: _____

Date Received: _____

FROM: Dept/School _____ **FROM:** Location Code # _____

NOTE General Fund, Special Education or Titled Federal Program funded items **should NOT be combined** on same form. Please use separate form for funding source. (Check one below.) Location codes can be found on LPSS Website-Finance-Fixed Asset.

General Fund / Other
 Special Education
 Federal Programs
 Child Nutrition

ACQ. DATE	TAG #	EQUIPMENT DESCRIPTION	SERIAL #	Purchased Value	TRANSFER TO	*Room / Teacher*
1				\$	LOCATION: #	-----
2				\$	LOCATION: #	-----
3				\$	LOCATION: #	-----
4				\$	LOCATION: #	-----
5				\$	LOCATION: #	-----
6				\$	LOCATION: #	-----
7				\$	LOCATION: #	-----
8				\$	LOCATION: #	-----

COMMENTS: _____

TEACHER/SENDER SIGNATURE: _____

DATE: _____

PRINCIPAL / ADMINISTRATOR
SIGNATURE: _____

DATE: _____

RECEIVER SIGNATURE: _____

DATE: _____

NOTE to RECEIVING LOCATION Please complete Room # and Teacher

Then send to proper department personnel listed below.

PLEASE RETURN FORM TO:

FEDERAL = PAME LeBLANC, FEDERAL BLDG @ CENTRAL OFFICE ([pmleblanc](#))

GENERAL FUND = JUDY VINCENT, FINANCE @ CENTRAL OFFICE ([jlvincen](#))

SPECIAL ED - MICHELLE BROUSSARD, SPED @ CENTRAL OFFICE ([mbbroussard](#))