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Education Service Center, Region 2  
Fixed Asset - Tagging Form

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## Item Transfer

Tag Number \_\_\_\_\_

The item should have a tag number. If not then turn in an Original Purchase Tagging Form along with this form.

Description

Date of Transfer \_\_\_\_\_

Sending Component \_\_\_\_\_

Room Number \_\_\_\_\_

Person Sending Item \_\_\_\_\_

Receiving Component \_\_\_\_\_

Room Number \_\_\_\_\_

Person Receiving Item \_\_\_\_\_

Signatures

Sending Person \_\_\_\_\_

Receiving Person \_\_\_\_\_