PEWITT CISD
FIXED ASSET AND/OR TECHNOLOGY INVENTORY CHANGE

Date of Move _____

Item #	Description	FROM Room #	TO Room #

Form should be signed by person giving inventory items.
FROM Employee Name: _____ Room #_____

Form should be signed by person receiving inventory items.
TO Employee Name: _____ Room #_____

Form should be approved by Campus Principal and Technology Director (either "From" or "To")

Campus Principal: _____ Date: _____

Technology Director:_____ Date: _____

Information entered into RSCCC Fixed Assets by _____
Date entered into RSCCC: _____