## **Asset Change of Location**

| Date:                             |
|-----------------------------------|
| Description of Asset:             |
| S/N or ID #:                      |
| Tag # or Name:                    |
| Current Building:                 |
| Current Owner (Teacher/Student):  |
| New Building:                     |
| New Owner Name (Teacher/Student): |
| For Office Use Only               |
| For Office Use Only               |
| Date of Purchase:                 |
| Original Cost:                    |
|                                   |