



Shahwar Group of Schools & Colleges

Issue Date: 15-02-2013

Issue # 257

Title: Documents of School

Doc. Admin - 257

Revision # 00

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PURPOSE: To notify Fixed Assets a change in location or disposal. Very important for annual audit purposes.
Send scan copy of this completed form via Email to muhammad.majid@sgsc.edu.pk

DATE:

ASSET ID NUMBER:

ASSET
DESCRIPTION:

BRIEF DESCRIPTION
FOR CHANGE:

Transfer Request

OLD LOCATION:

Location Name:

Room Number (if applicable)

V.Principal Name:

Signature:

NEW LOCATION:

Location Name

Room Number (if applicable)

V.Principal Name:

Signature:

Disposition Request

We are requesting permission to dispose of the above item(s) because:

- ☐ Item beyond repair/to be scrapped
- ☐ Missing/Stolen (Must be accompanied enquiry by Head Office)

V.Principal Name

Signature:

Head Office Use Only

Authorised Person Name:

Authorised Person Signature:

DONE BY:

Print Form

Reset Form