

DUNCANVILLE INDEPENDENT SCHOOL DISTRICT

Property Transfer/Turn In

Transaction Type: (Check One)

- Transfer
- Turn in to District Support Facility

Pick Up Location	
Delivery Location	
Availability Date	

Originating Facility

Receiving Facility

Instructions: This form must be completed for all bar coded district assets that will be transferred, turned in to the Warehouse, or are no longer in working condition. For transfers between campuses, send a copy to the Warehouse only if transport is needed. Transferees are to retain a completed copy for inventory records. If the item can be used enter the "Condition" as either new, good, fair, otherwise enter poor.

Item Description	Qty	Make/Model	Condition	Serial #	Barcode #

Comments: _____

Originator

Receiver

Contact Person (Print)		
Date		
Principal/Org Mgr Signature		