

# La Vega Independent School District

## *Fixed Asset Transfer or Disposition Form*

Current School/Site Location: \_\_\_\_\_

Item Barcode/Serial #: \_\_\_\_\_

Item Description: \_\_\_\_\_

### **Transfer Information**

*If school location changes, the principal at the new location must sign below to show acceptance.*

From Room #: \_\_\_\_\_  
USE BARCODE # IN DOOR JAM

To Room # or New Campus: \_\_\_\_\_  
*(Same Campus)* USE BARCODE # IN DOOR JAM or CAMPUS NUMBER

If new Campus, enter new Room # or location: \_\_\_\_\_  
**To be entered by NEW location/campus**

Condition of item: \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Needs Repair \_\_\_\_\_ Broken

\_\_\_\_\_  
Current Location Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Location Principal/Department's Signature

\_\_\_\_\_  
Date

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### **DISPOSITION REQUEST**

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

\_\_\_\_\_ Item is beyond repair/Needs to be scrapped

\_\_\_\_\_ Missing/Stolen (must be accompanied by police report)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Approved when applicable, by:**

\_\_\_\_\_  
Director of Maintenance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Technology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Superintendent for Finance

\_\_\_\_\_  
Date