

**Merced Union High School District  
Fixed Asset  
Property Transfer**

Date: \_\_\_\_\_

Log  
Number: \_\_\_\_\_

District use only

District Asset Number: \_\_\_\_\_ Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Brand/License or Model Number: \_\_\_\_\_

**Transfer Information**

Sender (from)	Recipient (to)
Campus: _____	Campus: _____
Room: _____	Room: _____
Signature: _____	Signature: _____
Principal Signature: _____	

**Property Transfer Instructions**

1. Any individual that wish to transfer equipment must fill out this form
2. Form must include Asset Number<sup>1</sup>, Serial Number (if available), and brief Description of item.
3. This form must be signed by the sender (from) and by the Recipient (to).
4. Once the transfer is complete this form must be signed by the sender's Principal<sup>2</sup> and forwarded to the Warehouse/Purchasing Office
5. Once all information is logged and changed in the District's database a copy of this form will be returned to sender<sup>3</sup>.

**District Use Only**

Date Entered		By:	
Purchasing Manager	_____		
	_____		

<sup>1</sup> Contact the Warehouse/Purchasing office if there is no asset number.

<sup>2</sup> Or Administrator.

<sup>3</sup> If you do not receive a confirmation of this transaction within seven (7) days call the Purchasing Office (385-6402) for status.