

TRANSFER OF EQUIPMENT FORM

REDLANDS UNIFIED SCHOOL DISTRICT

Instructions:

Please complete this form for any asset tagged item that was relocated, surplus, stolen or scrapped. E-mail completed forms to Nicole Beaurone in Purchasing. Thank you!

Date:	
Site No:	
Site Name:	
Authorized by:	
Signature:	

Item Being Transferred:

Asset Tag No.	
Item Description	
Model No.	
Serial No.	

Relocated to:

Site No:	
Site Name:	
Room No:	

Surplus to Service Center:

Condition:	<input type="checkbox"/> Working <input type="checkbox"/> Not Working
Date Transferred:	
Reason:	

Removed from Inventory:

Reason::	<input type="checkbox"/> Stolen <input type="checkbox"/> Scrapped <input type="checkbox"/> Destroyed (e.g., fire)
Date:	