## **Montgomery County School District Asset Adjustments**

Date:	<del></del>						FAI-3
purposes only	and does no	ove assets must be obtained priot grant permission to add, transfe inator, STC, must approve technology	r or remove an ass	et. The Distr	ict Technolo	ogy Coordinat	or through the
Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location /Room #	Disposal Code	Comments
Action Codes: A - Add T - Transfer (or Move) R - Removal/Return *		Released By	Released By:Administrator  Location:			Date	
Disposal Codes: 998-Support Services/ Maintenance 999-Technlogy		Received By	Received By:Administrator  Location:				

\* Documentation to support removal from inventory must be attached, i.e. Police Report, credit invoice, etc.

Send Copies To: District Asset Manager Receiving Location Releasing Location District Technology Coordinator (for technology assets)

RETURN FORM TO DISTRICT ASSET MANAGER FOR PROCESSING

999-Technlogy

(2003)