

**FURNITURE BULLETIN / SCHOOL DUDE / P-76 Transfer Form**

Each month the Furniture Bulletin (google doc [FURNITURE BULLETIN](#) ) must be sent to the schools for review and for the secretaries to add or remove surplus furniture from the bulletin. The furniture should stay a minimum of 2 weeks on the bulletin. before being moved to the storage area at ASC.

In order to request any furniture from the bulletin or from the ASC storage room, a Transfer Form needs to be filled out and signed by the principal.

The Transfer Form will be sent to Rick Raulie [rgraulie@ccps.org](mailto:rgraulie@ccps.org) for review. Once the request has been approved, Mr. Raulie will forward the Transfer Form to Sharon Bean in Facilities for a work order to be generated

A Transfer Form is needed anytime furniture is moved from one location to another as well as when it is removed for disposal.

Please note that if the item is Barcoded, Lisa Sakers in Business Services needs to be notified after the Work Order has been entered and given a copy of the Transfer Form and Work Order number.

If it is a Technology inventory item, the Transfer Form will first go to Kelly Molesworth in Technology. She has to move it in her inventory first.

**TRANSFER FORM**

Transfer Forms can be found here <https://www.ccps.org/Page/484> (Business Services, Purchasing Department, Forms, Equipment Transfer / Disposal Form)

If an item is to be disposed of, the top portion "Retirement" needs to be filled out:

**To: Purchasing Office - Department of Business Services**

<b>RETIREMENT</b>				
Retirement Location	Barcode # (If Applicable)	Description (Qty, Make Model, State Barcode # If Applicable)	Serial #	Activity Code
EMS	123456789	1ea KILN to be disposed	XYZ	B
		2ea 25"x32" table chestnut color top		B

For transfers:

<b>TRANSFER</b>				
Transfer Location From:	Barcode # (if applicable)	Description (Qty, Make, Model, State barcode number if applicable)	Serial #	Transfer To Location
EMS	1234568	1ea Equipment XYX blue	abcde	RSHS
EMS		3ea 5-drawer file cabinet black,metal		ASC Storage
Notes: ( Pick-up location, any other important details,etc): <b>Located behind stage on left side</b>				

Please note that we ask that additional information regarding the location should be filled out if it is not clear. So if it is in room 105 we don't need additional information but if it is in a hallway, we need to know which hallway.

Be specific about the quantity (1ea, 5ea etc.), color, size and location of the items to be moved or disposed of. If you have serial or barcode numbers, please add those as well.

The building principal has to sign off on the transfer/disposal:

Signature (Principal, Dept. Head or Tech. Serv. Mgr.)	Date

IF it is a technology item, they will get this form first and fill out the bottom portion

<b>Technology-Related Items</b> <b>I have completed this work order:</b>	
<b>Technician Signature</b>	