

Transfer of Assets to Tech Salvage Program Form S-523 11-15

PURPOSE: This form is used for all technology defined assets: computers, desktops, laptops, and ipads.

Do not use this form for monitors, printers, scanners, etc.

Always include the tag and serial number when possible.

Use a separate form for Title I and Special Services assets. Signed approval from these departments must be secured for salvage.

The principal or department head must sign their approval of the salvage.

Once the form is complete, signatures obtained bring all assets and the form to Tech Support. The person delivering the assets will be asked to sign and date the form. The person receiving the assets will also sign the form and give a copy to the delivery person for their records.

The original form allows for ten assets. If you should have more than this you may use the Multi Salvage Form S-523B.

Tech Support will review assets and upon completion notify Fixed Assets with a signed copy of the form thereby transferring the assets to Tech Salvage Program.

Once the assets are assessed, Tech Support will either refurbish and redistribute to a new location or will process it as salvage.

If a Title I or Special Services asset is put through for salvage and then redistributed, Tech Support will place a "TS" next to the red or blue tag. This denotes the item is no longer considered a Title I or Special Services asset and will no longer need their approval for a future salvage process. The "TS" will not be reflected on your inventory.