CALCASIEU PARISH SCHOOL BOARD

Transfer of Assets to TECH SALVAGE PROGRAM

School/Dept:_____ Loc Code: _____ Date: _____

Only technology items are acceptable items for this program. Those items are CPU desktop towers, laptops, notebooks, netbooks, and ipads.

ASSET ID TAG	DESCRIPTION (MAKE/MODEL)	SERIAL NUMBER

(FOR FEDERAL PROGRAMS OR SPECIAL SERVICES APPROVAL SIGNATURE ONLY)

NOTE: *Signed approval* from Federal Programs (Red Tag) or Special Services (Blue Tag) *must* be received before these assets will be accepted to the Tech Salvage Program.

Federal Programs/Special Services _____ Date: _____

(PRINCIPAL OR DEPARTMENT HEAD MUST SIGN)

Principal/Dept Head Signature: _____ Date: _____

The above listed items were delivered by _____ Date _____

Received by Tech Support Staff: _____

(FOR TECH SUPPORT AND FIXED ASSETS USE ONLY)

Once the salvage process is completed, Tech Support and Fixed Assets will sign off on the form.

Tech Support Center Completed: _____ Date: _____

Fixed Assets Completed: _____ Date: _____

Form S-523 11-15