

**College Station Independent School District**  
**ASSET TRANSFER REQUEST**

     **Asset Transfer Request**  
 (\$4,990 and under)

     **Fixed Asset Transfer Request**  
 (\$5,000 and over)

     **Technology Asset Transfer Request**  
 (printers, faxes, copier, etc.)

Campus/Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer Requested By: \_\_\_\_\_  
 (Signature of Person Requesting Transfer)

Transfer Approved By: \_\_\_\_\_  
 (Signature of Organization Administrator)

Transfer Supervised By: \_\_\_\_\_  
 (Signature of Property Manager)

CSISD Tag#	No. of Items	Description/Manufacturer/Model # of Items	Serial #	From Room No.	To Room No.	

Include details about the item(s). Metal, wood, color, # shelves, approx. dimensions, etc.

Person Who Received Item(s): \_\_\_\_\_  
 Signature of Person Receiving Items

Receiving Campus/Dept: \_\_\_\_\_ Date Item(s) Received: \_\_\_\_\_

Scan form and save to be attached to work order  
 Enter a work order at [go.csisd.org](http://go.csisd.org)  
 Select Warehouse > Transport Items Work Order  
 Attach the form to the work order  
 Tape form to item(s) to be moved.