

Worthington City Schools
Inventory Move and Disposal Form

DATE: _____

Do NOT use this form for Technology Equipment - Contact computer services

MOVING AN ITEM

Please complete all information below if you wish to move an item from your room to another room/building (continue on back if necessary):

White Tag # _____ Description: _____
Model # _____ Serial # _____

Reason for moving this item: _____ I do not use this anymore
_____ Another teacher/person needs this item
_____ Other: _____

The item is being moved from: _____ in _____
Old Room # Building
to: _____ in _____
New Room # Building

Current Possessor's Signature Principal (or designee) Signature Receiving Person's Signature

DISPOSING AN ITEM

To completely dispose of an inventory item because it is broken or obsolete
Approval must be given by the Treasurer's Office before deleting an item

White Tag # _____ Description: _____
Model # _____ Serial # _____

Reason for deleting this item from your room inventory:
_____ We do not need this in our building anymore
_____ This items is broken and needs to be trashed
_____ Another Reason: _____

Current Possessor's Signature Principal (or designee) Signature Warehouse Signature (if sending to it)