

INSTRUCTIONS FOR TRANSFERRING EQUIPMENT

At times during the school year, equipment may be moved from one location to another. The following procedures should be followed in order to maintain proper inventory control.

- The School/Department **transferring** the property should initiate the paperwork.
- A **"PROPERTY RECORD TRANSFER REQUEST"** form must be completed. The form (31116) is available on the Financial Services Employees Selected Subjects of Interest - Asset Management.
- Complete the form, sign, date, and make 4 copies. Keep 1 copy for your records.
 - ◆ The person delivering the property will sign, date and keep a copy.
 - ◆ The School/Department receiving the property will sign on the "Received By" line, date and keep a copy.
 - ◆ The receiving location is to forward a copy to the Asset Management/ Inventory Specialist for transfer; **email a copy of the completed Property Record Transfer Request Form to assetmgmt@collierschools.com**
 - ◆ Transfers will only take place when the form is complete.
 - ◆ Incomplete forms will be returned to the school/department, where the property originated.

If you have any questions, please contact the Asset Management Department by phone at 377-0037 or email assetmgmt@collierschools.com

Property Record Transfer Request

**Transfers will only take place when this form is complete.
Incomplete forms will be returned to the school or department where the property originated.**

SECTION 1	Property Record # _____ Serial Number _____
	Description of Item _____
	FROM (Originator) _____ Location # _____ School/Department
	Signature _____ Date _____ (Principal / Department Head)
	TRANSFER TO: _____ School/Department
SECTION 2	DELIVERED BY _____ (Please Print Name)
	Signature _____ Date _____
SECTION 3	TO (Received by) _____ Location # _____ School/Department
	Signature _____ Date _____ (Principal / Department Head)

This form is to be used by all schools and departments transferring school property and must be signed by the school or department transferring and receiving the equipment.

- ◆ The school or department **originating** the transfer of property will complete **Section 1** and keep a copy for their records
- ◆ The person **delivering** the property will complete **Section 2** and keep a copy for their records
- ◆ The school or department **receiving** the property will complete **Section 3**; **retain a copy for your records and email a copy to AssetMGMT@collierschools.com**

FOR ASSET MANAGEMENT DEPT. USE ONLY:

Approved for Transfer _____ Date _____