

EDGEMONT UNION FREE SCHOOL DISTRICT

EQUIPMENT TRANSFER/DISPOSAL FORM

This form must be used for the transfer or disposal of equipment assets. Complete the section that pertains to the action requested. If a transfer or disposal request included several like items, please attach a separate sheet that lists all asset tag numbers/serial numbers.

Submitted by: _____ Date: _____

SECTION A: TRANSFER OF ASSET

ASSET TAG #(S)	
FROM (BUILDING/ROOM)	
TO (BUILDING/ROOM)	
CUSTODIAN (NEW)	
EFFECTIVE DATE	
REASON FOR TRANSFER	

SECTION B: DISPOSAL OF ASSET

ASSET TAG #	
DESCRIPTION	
SERIAL #	
VENDOR	
REASON	<input type="checkbox"/> Obsolete <input type="checkbox"/> Broken <input type="checkbox"/> Beyond Repair <input type="checkbox"/> Surplus
METHOD	<input type="checkbox"/> Trade-in <input type="checkbox"/> Auction <input type="checkbox"/> Recycle <input type="checkbox"/> Scrap <input type="checkbox"/> Other: _____ Estimated Proceeds (if any): \$ _____
DATA-WIPE	<input type="checkbox"/> Yes; Tech. Dept. Signature: _____ <input type="checkbox"/> N/A

DEPARTMENT/PRINCIPAL APPROVAL

Signature: _____ Date: _____

<p>FOR BUSINESS OFFICE USE ONLY</p> <p>Board Approval Required: <input type="checkbox"/> No <input type="checkbox"/> Yes; Date of BOE Approval: _____ Enter Date: _____</p> <p>Approval: _____ Date: _____</p> <p align="center">Assistant Business Manager</p>
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