TRANSFER OF EQUIPMENT FORM

REDLANDS UNIFIED SCHOOL DISTRICT

Instructions:

Please complete this form for any asset tagged item that was relocated, surplused, stolen or scrapped.

E-mail completed forms to Christine Perez in Purchasing.

Date:	
Site Name:	
Authorized by:	
Signature:	

Item Being Transferred:

Asset Tag No.	
Item Description	
Model No.	
Serial No.	

☐ **Relocated to:**

Site Name:	
Room No:	

☐ **Surplused to Service Center:**

Condition:	☐ Working ☐ Not Working
Date Transferred:	
Reason:	

☐ **Removed from Inventory:**

Reason:	☐ Stolen ☐ Scrapped ☐ Destroyed (e.g., fire)
Date:	