

East Side Union High School District

EQUIPMENT TRANSFER REPORT

The completion of this form is required for all changes in status or location of district equipment and furniture.

CHECK ONE	<input type="checkbox"/> CHANGE IN LOCATION:	Complete section A , B , and C .
	<input type="checkbox"/> SURPLUS:	Complete sections A and B only.
	<input type="checkbox"/> STOLEN:	Complete sections A and B only. Attach police report.

(SECTION A)

ASSET/TAG #	DESCRIPTION	MFG/MODEL #	SERIAL #

TRANSFER FROM: (SECTION B)

TRANSFER TO: (SECTION C)

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> School/Department Building Room # </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Approved by: (Signature) Date </div> </div>			<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> School /Department Building Room # </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Approved by: (Signature) Date </div> </div>		
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(SECTION D) - PURCHASING DEPT USE ONLY

	<input type="checkbox"/>	SOLD	<input type="checkbox"/>	TRADED IN	<input type="checkbox"/>	DESTROYED	Date: _____
Date picked up	<input type="checkbox"/>	STOLEN	<input type="checkbox"/>	SALVAGED	<input type="checkbox"/>	MISC.	By: _____

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