

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)

School/Department _____ Building _____ Room # _____			School /Department _____ Building _____ Room # _____		
Approved by: (Signature) _____ Date _____			Approved by: (Signature) _____ Date _____		

(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: _____

Distribution Copies: White: Purchasing, Yellow: Purchasing, Pink:Originator

mk 06/04

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