



FIXED ASSEST DISPOSITION AND TRANSFER

REQUESTOR INFORMATION

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_
Campus: \_\_\_\_\_ Room Number: \_\_\_\_\_

WORK-FLOW

- 1. Requestor: Complete all information fields for the asset being moved or disposed.
2. Campus Principal: Review, approve and sign transfer document - If technology items are included in this document send to District Technology Department for review.
3. District Technology Department: Upon review of transfer information send signed form to Campus Principal and notify Maintenance staff for removal.
4. Maintenance: Upon removal, sign form and forward the form to Business Office (Kim Henley).

TRANSFER FROM: \_\_\_\_\_ TRANSFER TO: \_\_\_\_\_
Location/Bldg Location/Bldg

Reason for Disposal/ Removal: [ ] Broken [ ] Obsolete [ ] Fire [ ] Theft [ ] Other

Table with 5 columns: Quantity, Item Description, RCI Tag Number, RCI Room Tag Number, Campus Room Number. Multiple empty rows for data entry.

District Tech. Dept.

Campus/ Building Supervisor

Maintenance Dept.