# TECHNOLOGY EQUIPMENT TRANSFER FORM

**(Form must be completed and forwarded to Fixed Assets Department.)**

**I. FIXED ASSETS STATUS:** **(circle one)**

1. Active Status    2. *Retired Status    3. **Stolen Status    4. Destroyed Status    5. Used for Parts

*Serial # or Service Tag # must be listed or items will not be picked up
**Item(s) must be reported to **District Police, Chief Financial Officer and Fixed Assets Department.**

**II. TRANSFERRED FROM:** (to be completed by person transferring the items)

**Campus / Location** _____

| | Service Tag #s must be listed for CPUs or items will not be picked up. | | | | | | | | | III. TRANSFERRED TO: |
|---|---|---|---|---|---|---|---|---|---|---|
| Barcode # | Serial or Service Tag # | Circle equipment transferred. | | | | | | | | Room |
| 1. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 2. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 3. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 4. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 5. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 6. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 7. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 8. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 9. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 10. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 11. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 12. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 13. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 14. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 15. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 16. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 17. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 18. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 19. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |
| 20. _____ | _____ | CPU | Monitor | Keyboard | Mouse | Speakers | Printer | Scanner | Laptop | _____ |

Transfer Initiated By: _____    _____    _____
                              ORIGINATOR                          TITLE                        DATE

## IV. AUTHORIZATIONS

Transfer Approved By: _____    _____    _____
                           ADMINISTRATOR, signature                  TITLE                        DATE

Transfer Received By: _____    _____    _____
                           ADMINISTRATOR, signature                  TITLE                        DATE

**V.  Picked Up By:** _____    _____
                              Warehouse Clerk                      DATE

Rvsd 9-1-09