SAN ANTONIO INDEPENDENT SCHOOL DISTRICT TRANSFER OF FURNITURE OR EQUIPMENT

ng Campus:		Receiving Campus:							Room #:	
Source:	Local	Federal	Other							
c or Equipm	ent to be transferred.				•	,				
							Warehouse Use Only			
	Item Description		Brand Name	Serial Number	Qty.	Trade In	Salvage or Obsolete Surplus	Usable Surplus	Asset Management Use Only	
			SIGNA	ATURES						
sed By:	usinal an Dant Hand						Date	:		
ved By:	Principal or Dept. Head Date:							:		
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gnature:							Date	:		
	sed By:Pri	Seed By: Principal or Dept. Head	Seed By: Principal or Dept. Head Principal or Dept. Head	Item Description Brand Name SIGNA Seed By: Principal or Dept. Head Principal or Dept. Head	Item Description Brand Name Number SIGNATURES Seed By: Principal or Dept. Head Principal or Dept. Head	Item Description Brand Number Qty. Other Description Serial Number Qty. SIGNATURES SIGNATURES Seed By: Principal or Dept. Head Principal or Dept. Head	Item Description Brand Name Number Qty. Trade Item Description SIGNATURES SIGNATURES Seed By: Principal or Dept. Head Principal or Dept. Head	Brand Serial Name Number Qty. Trade Obsolete Surplus	Source: Local Federal Other e or Equipment to be transferred: Brand Serial Number Qty. Trade Salvage or Obsolete Surplus Usable Surplus Surplus	

- 1. Releasing school or department forward original and two (2) copies with the furniture or equipment to the receiving school, department, or warehouse.
- 2. Receiving school, department, or warehouse forward original and copy to the Asset Management Department.
- 3. New tag numbers, if required, will be sent to the receiving school with a photocopy of the completed form, The receiving school is to immediately stamp and inventory equipment. The releasing school, department, or warehouse will receive a copy of the completed form from Asset Management.