

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT TRANSFER OF FURNITURE OR EQUIPMENT

I. Releasing Campus: _____ Receiving Campus: _____ Room #: _____
 II. Funding Source: Local _____ Federal _____ Other _____
 III. Furniture or Equipment to be transferred:

Inventory Tag Number	Item Description	Brand Name	Serial Number	Qty.	Trade In	Warehouse Use Only		Asset Management Use Only
						Salvage or Obsolete Surplus	Usable Surplus	

SIGNATURES

Released By: _____ Date: _____
Principal or Dept. Head

Received By: _____ Date: _____
Principal or Dept. Head

Driver Signature: _____ Date: _____

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.

DISTRIBUTION: ASSET MANAGEMENT ORIGINAL RECEIVING SCHOOL/ DEPARTMENT COPY RELEASING SCHOOL/ DEPARTMENT COPY