



# Fixed Assets Department

## High Pilferage Equipment Add/Transfer/Disposal Form

Date: \_\_\_\_\_ Room# \_\_\_\_\_ Site # \_\_\_\_\_ W/O # \_\_\_\_\_  
 School/Department \_\_\_\_\_ Location# \_\_\_\_\_

PO/Tag #	Fed Y or N	Fund #	Description	Model Brand	Serial	Reason for Transfer	Option Code

**COMPLETE APPROPRIATE SECTION – A, B, C**

**A. PERMANENT TRANSFER OF PROPERTY**

To: \_\_\_\_\_  
 (Campus/Department)

Initiated By: \_\_\_\_\_

**B. TRANSFERRED TO NEW SITE LOCATION**

**Equipment Transferred By:**

Site # \_\_\_\_\_ Room# \_\_\_\_\_

School/Department \_\_\_\_\_  
 Location# \_\_\_\_\_

\_\_\_\_\_  
 (Receiving Site or Central Warehouse)

**C. DISPOSAL OF PROPERTY**

Initiated By: \_\_\_\_\_

**[SHADED AREAS FOR FIXED ASSETS USE ONLY]**

- T-- Transfer
- A – Auction
- D – Discarded
- SA – Sale

**FORM CLEARED BY:**

\_\_\_\_\_

Picked up by: \_\_\_\_\_

Delivered to Transfer Site by: \_\_\_\_\_

Fixed Assets Data Entry by: \_\_\_\_\_

Date: \_\_\_\_\_

**Required Signatures:**

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Campus Principal or Central Office Administrator - Print Name

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director for Technology - Print Name

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Coordinator for Warehouse/Fixed Assets - Print Name

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director for Purchasing Services - Print Name