



REQUEST FOR FURNITURE/EQUIPMENT TRANSFER

Directions: Complete the form as shown on the "sample" line. Have the building supervisor sign the request. Send an electronic copy to Jeremiah Smith and Patty Escobedo to process the request. **Jeremiah Smith will arrange for pick up.** Retain the original copy for your building records. **Place a copy of this form on the item(s) to be moved/disposed.**

Tag # (N/A If none)	Item Description	Serial #	Item Condition	Move from (Building/room#/Contact)	Move to (Building/room#/Contact)
741	Chromebook – 11"	ZBC123ZYX	Good	ELC, 213, Mrs. Jones	ES, 42, Mr. Smith

Printed Name of Staff Requesting: _____ Printed Name of Staff Receiving: _____

Signature of Staff Requesting: _____ Signature of Staff Receiving: _____

Signature of Supervisor Approving Request: _____ Building: _____ Date: _____

No equipment will be moved between locations without this completed and signed form