

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

REQUEST TO RELOCATE DISTRICT PROPERTY

TO: Assistant Superintendent for Business and Operations

FROM: _____

Building: _____ Department: _____

DESCRIPTION	ASSET TAG #	MODEL #	SERIAL #

Equipment current Location (school, room #, etc.): _____

Equipment to be relocated to (school, room #, etc.): _____

Reason for Relocation:

Department Director's Signature Date

Principal's Signature Date

Assistant Superintendent for Business & Operations Date