

RELOCATION OF USABLE/OBSOLETE EQUIPMENT FORM

Check appropriate boxes below, complete form and mail to Fiscal Services Dept.

- Relocation of Equipment
 Move From Room to Room
 Move From Site to SSC
 Obsolete Equipment
 Move From Site to Site

- If you wish to relocate equipment, complete **General Information and Relocation of Equipment** sections and forward to Fiscal Services.
- If you do not find a "new" owner for equipment to relocate within a reasonable length of time, turn in this form after completion of the **General Information and Obsolete Equipment** sections and forward to Fiscal Services Dept.
- If the equipment is in "**Fair, Poor or Broken/Needs Repair**" condition, complete the **General Information and Obsolete Equipment** sections and forward the form to Fiscal Services Dept.
- **Equipment will not be picked up without a completed copy of this form attached.**

All re-locations of equipment must have principals' signatures.

GENERAL INFORMATION			
(This area MUST be completed prior to submitting form to Fiscal Services Dept.)			
Name (Please print)		Phone Ext.	Site
			Room #
Bar Code No. (One bar code per form)		Serial No.	Type of Equipment
Department Chair Signature (Release Equipment) Date		Asst. Principal Signature (Release Equipment) Date	
Principal or Asst. Supt/Business Signature (Release Equipment) Date			
RELOCATION OF EQUIPMENT			
Location Moved From (Rm#, BLDG, SSC)		Location Moved to (Rm#, BLDG, SSC)	
Department Chair Signature (Receive Equipment) Date		Asst. Principal Signature (Receive Equipment) Date	
Principal or Asst. Supt/Business Signature (Receive Equipment) Date			
OBSOLETE EQUIPMENT			
PO#	Year Purchased	Funding Source	Model No.
Description of Equipment _____			
Condition of Equipment (Check one box only): <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Broken/Needs Repair <input type="checkbox"/> Under Warranty			
Estimated Cost to Repair \$ _____ Estimated Value, if known \$ _____			
WAREHOUSE USE ONLY			
Date Equipment Picked Up		Picked Up By	
Board Action Date		Auction Sale #	