

MEDINA COUNTY SCHOOLS' EQUIPMENT INVENTORY SYSTEM TRANSFER FORM

NOTE: Copies one (1) and (2) of the ACQUISITION/DISPOSAL FORM must accompany equipment to the new location.

TRANSFER AUTHORIZED BY: _____
Signature of Supervisor

Asset being transferred from: _____

Asset being transferred to: _____

Reason for transfer: _____

Asset being transferred:

	MCS Tag Number	Asset Description	Asset Condition	
0.	<u>1234567</u>	<u>Macintosh se/30 Computer</u>	<u>excellent</u>	EXAMPLE
1.	_____	_____	_____	
2.	_____	_____	_____	
3.	_____	_____	_____	
4.	_____	_____	_____	
5.	_____	_____	_____	

Signature: _____

=====
Department equipment transferred from:

Dept. Head: _____ Date: ___/___/___

=====
Building/Department equipment transferred to:

Dept. Head: _____ Date: ___/___/___

FORM DISTRIBUTION:

- | | |
|----------|--|
| ORIGINAL | TREASURER'S OFFICE (must have all signatures) |
| COPY 1 | Department equipment transferred to |
| COPY 2 | Department equipment transferred from |
| COPY 3 | Notification to Treasurer's Office to Equipment Transfer |