

Central Unified School District

REQUEST FOR EQUIPMENT TRANSFER / UPDATE

****Please Note**** Submission of this form will update your sites / departments inventory in the fixed asset database. If you need an item physically moved, please place a work order with operations.



ITEMS WITH AN ORIGINAL PURCHASE PRICE OF \$500.00 OR MORE GENERALLY ARE

A) ASSIGNED A BARCODE NUMBER B) ARE RECORDED IN THE DISTRICTS FIXED ASSETS AND C) ARE ASSIGNED TO AN INDIVIDUAL OR A SITE.

ITEMS ASSIGNED TO A SITE ARE FURTHER ASSIGNED BY ROOM NUMBER OR LOCATION, i.e. DISTRICT OFFICE, Room #14

COMPLETE THIS FORM IF YOU ARE REQUESTING AN ITEM BE ASSIGNED TO A DIFFERENT PERSON OR DIFFERENT LOCATION. COMPLETE AS MUCH INFORMATION AS AVAILABLE AND FORWARD THE COMPLETED FORM TO PURCHASING/ WAREHOUSE STAFF.

EXAMPLES OF TYPICAL BARCODED ITEMS ARE; COMPUTERS, TABLETS, CAMERAS, MUSICAL INSTRUMENTS, FURNITURE, PROJECTORS, AND MISC. EQUIPMENT VALUED AT \$500.00 OR MORE AT THE TIME OF PURCHASE. IF IN DOUBT, CONTACT THE PURCHASING/ WAREHOUSE DEPARTMENT

SITE / DEPARTMENT _____

DATE REQUESTED _____

ITEM DESCRIPTION	BARCODE NUMBER	SERIAL / MANUFACTURER NUMBER	ITEM(S) CURRENT ASSIGNMENT / LOCATION	ITEM(S) NEW ASSIGNMENT / LOCATION