San Benito Consolidated Independent School District

*2001 UTEX DRIVE * San Benito, TX 78586 * (956) 361-6380 * Fax (956) 361-6385*

Equipment / Furniture Transfer

TECHNOLOGY WORK ORDER NO: _____ ***DATE*** _____***COMPLETED BY:***_____

MAINT. WORK ORDER NO: _____

FROM: _____ MADE BY: _____ DATE SENT: _____

TO: _____ PICKED UP BY: _____ DATE: _____

VIA: _____ REC'D BY: _____ DATE REC'D: _____

QTY.	DESCRIPTION	INVENTORY/BARCODE NO.	SERIAL NUMBER

REASON FOR TRANSFER

PLEASE CHECK APPROPRIATE BOX:

☐ PERMANENT TRANSFER ☐ TO BE JUNKED (AUCTION) ☐ OTHER

COMMENTS: _____

_____