

## Asset Transfer Form

Asset Tag Number: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Old Location:

Site ID: \_\_\_\_\_

Building ID: \_\_\_\_\_

Room ID: \_\_\_\_\_

New Location:

Site ID: \_\_\_\_\_

Building ID: \_\_\_\_\_

Room ID: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

Teacher Transferring (Print Name): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

## Asset Disposal Form

Asset Tag Number: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Disposal Date: \_\_\_\_\_ Disposal Method: \_\_\_\_\_

Sale Amount (If Applicable): \_\_\_\_\_

Teacher Disposing (Print Name): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_