Surplus & Transfers

Instructions for New Forms

New Surplus Form

We have a new Surplus Form!
Please use this new sheet when
requesting a Surplus pickup.
Do not use this sheet for Transfers.

We have provided both an editable PDF and an Excel file that you can save and edit on your computer. Use the file format that you prefer.

Process Date Surplus Only	Surplus Item Declaration		Condition Code (Hequired) (A) Good (B) Fair (C) Broken (D) Oth		
c#		School:		Room	τ
y De	scription	Asset Number	Serial Number	Manufacturer/Model	Code P/U
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18					
5					
8					
16				-	+ +
3					
2					+ +
	Surplus wi	Administrator. Do not us Il send a pink copy back to th	se this form for Transfe	on is complete.	
Princ	cipal's Signature	: / Date		Surplus Signature / Date	
Admin	nistrator of Scho	ols / Date	52	Driver Signature / Date	

Transfers

The procedure for Transfers has changed!

The following slides show how Transfers shall be done from now on.

New Transfer Form

Transfers and Surplus are now separate!

Please use this new sheet when documenting a Transfer.
Do not use this sheet for Surplus.

Fixed Assets Signature Date Processed (Fixed Assets Only)

Jordan School District

Equipment Transfer Form

Please follow these guidelines for all transfers:

Old Location Instructions: Fill out all equipment info, Old Location info, and New Location info. If assistance is needed to transport items, please contact Surplus/Fixed Assets at 80.1.567-8709. After signed by the Principal and signed by the delivery person, make **two** copies (one foryour files, the other is sent to Fixed Assets) <u>The original form must star with the transferred equipment.</u>

New Location Instructions: Confirm equipment a rival with a signature from the Principal, Administrative Assistant, or Custodian. Record a room assignment for the new equipment. When complete, make a copy of this form for your files. Send the original form to Fixed Assets for processing.

Qty	Description	Asset #	Serial Number	Manufacturer/Model
	100			
- 1				

Old Location			New Location		
Loc#	School Name / Department	Building #	L∝#	School Name / Department	Building #
X	Principal's Signature / Date		Room #	Assigned to (Optional)
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Delivery Person's Signature* / Date			Principal/	Admin. Assistant/Custodian's Signa	ture / Date

Old Location

-instructions-

Step 1 - Old Location

Sample Transfer

Suppose you work at Joel P. Jensen. Sarah Jane Doe is leaving Joel P. for Hidden Valley Middle and plans on taking some equipment with her to her new job.

Fill out the transfer sheet accordingly; make sure to include to which school Ms. Doe is transferring.

Your sheet should look something like this:

Fixed Assets Signature Date Processed (Fixed Assets Only)

Jordan School District

Equipment Transfer Form

Please follow these guidelines for all transfers:

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Old Location Instructions: Fill out all equipment info, Old Location info, and New Location info. If assistance is needed to transport items, place contact Surplus/Fixed Assets at 80±567-8709. After signed by the Principal and signed by the delivery person, make two copies (one foreyour files, the other is sent to Fixed Assets.) The original form must stay with the transferred equipment.

New Location Instructions: Confirm equipment a rival with a signature from the Principal, Administrative Assistant, or Custodian. Record a room assignment for the new equipment. When complete, make a copy of this form for your files. Send the original form to Fixed Assets for processing.

Qty	Description	Asset #	Serial Number	Manufacturer/Model
1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1	iPad	976003	FVFHXXXXJF1K	Apple
				5
				2
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Joel P. Jensen	1		1221 1222	
		421	Hidden Valley	
ool Name / Department	Building #	Loc#	School Name / Department	Building #
			Sarah Jane Doe	—
'rincipal's Signature / Date		Room #	Assigned to (Optional)	
		X		
Delivery Person's Signature* / Date			Admin. Assistant/Custodian's Signatu	re / Date
	Principal's Signature / Date very Person's Signature* / Date s. contact Surplus/fixed Assets.	ery Person's Signature* / Date	ery Person's Signature* / Date Principal/	Principal's Signature / Date Room # Assigned to (Optional) X Principal/Admin. Assistant/Custodian's Signature

Step 2 - Old Location

Sample Transfer

You need to figure out who will deliver this equipment to the New Location.

The Delivery Person can be any trusted Jordan School District employee - i.e. a Principal, Custodian, Teacher, Tech, etc.

If assistance is needed, please contact Surplus/Fixed Assets at 801-567-8709 to arrange a Transfer.

Fixed Assets Signature Date Processed (Fixed Assets Only)

Jordan School District

Equipment Transfer Form

Please follow these guidelines for all transfers:

Old Location Instructions: Fill out all equipment info, Old Location info, and New Location info. If assistance is needed to transport items, please contact Surplus/Fixed Assets at 80.2-567-8709, After signed by the Principal and signed by the delikery person, make two copies (one for your files, the other is sent to Fixed Assets.) The original form must stay with the transferred equipment.

New Location Instructions: Confirm equipment a rival with a signature from the Principal, Administrative Assistant, or Custodian. Record a room assignment for the new equipment. When complete, make a copy of this form for your files. Send the original form to Fixed Assets for processing.

Qty	Description	Asset #	Serial Number	Manufacturer/Model
1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1	iPad	976003	FVFHXXXXJF1K	Apple
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				9

Old Location				New Location		
406	Joel P. Jensen	1	421	Hidden Valley		
Loc#	School Name / Department	Building #	Loc #	School Name / Department	Building #	
X				Sarah Jane Doe		
	Principal's Signature / Date		Room #	Assigned to (Optional)	
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	Delivery Person's Signature* / Dat	te	Principal/	'Admin. Assistant/Custodian's Signa	ture / Date	
Delivery Person's Signature* / Date *If assistance is needed, contact Surplus/Fixed Assets.			Principal/	'Admin. Assistant/Custodian's Signa	ture / Dat	

Step 3 - Old Location

Sample Transfer

Once you have figured out who will deliver the equipment to the New Location, **print** your form and have your **Principal** and the **Delivery Person sign** the form.

The Delivery Person should date the form on the day they intend to physically deliver the equipment.

Fixed Assets Signature Date Processed (Fixed Assets Only)

Jordan School District

Equipment Transfer Form

Please follow these guidelines for all transfers:

Old Location

Old Location Instructions: Fill out all equipment info, Old Location info, and New Location info. If assistance is needed to transport items, please contact Surplus/Fixed Assets at 801-567-8709. After signed by the Principal and signed by the delivery person, make *two* copies (one for your files, the other is sent to Fixed Assets.) The original form must stay with the transferred equipment.

New Location Instructions: Confirm equipment arrival with a signature from the Principal, Administrative Assistant, or Custodian. Record a room assignment for the new equipment. When complete, make a copy of this form for your files. Send the original form to Fixed Assets for processing.

 $Fixed Assets \ will \ process \ the \ transfer \ and \ then \ distribute \ pink \ (old \ location) \ and \ yellow \ (new \ location) \ copies \ to \ replace \ your \ copies.$

Qty	Description	Asset #	Serial Number	Manufacturer/Model
1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1	iPad	976003	FVFHXXXXJF1K	Apple

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	406	Joel P. Jensen	1	421	Hidden Valley Middle	
	Loc #	School Name / Department	Building #	Loc #	School Name / Department	Building #
	× Bu	ncipal X/	/ xx xxx		Sarah Jane Doe	
	A	Principal's Signature / Date	,	Room #	Assigned to (Optional)	
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	If assistance	Delivery Person's Signature / Date is needed, contact Surplus/Fixed Assets.		Principal/.	Admin. Assistant/Custodian's Signatu	re / Date

New Location

Step 4 - Old Location

Sample Transfer

After obtaining signatures, **make 2 copies.**

- Send one copy straight to Fixed Assets.
- Keep the second copy for your files.

The **original form** must stay with the transferred equipment.

The Delivery Person needs to take the original form with them when they deliver the equipment to the New Location.

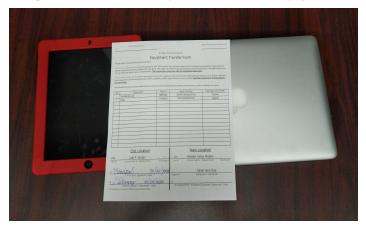
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1	iPad	976003	FVFHXXXXXVF1K	Apple
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Send to Fixed Assets

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		Jordan S	chool District	
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	ros is needed, coffact Surplus-Freed Assets.		Principal/Admin. Assistant/C	

Keep for your files

Original Form should be kept with transferred equipment.



New Location

-instructions-

Step 1 - New Location

Sample Transfer

The New Location shall verify that all equipment has arrived to their location.

Once all items are accounted for, the New Location must sign and date the **original form** and record a room assignment for the new equipment.

	Fixed Assets Signature	Date Processed (Fixed Assets Only)
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Jordan School District

Equipment Transfer Form

Please follow these guidelines for all transfers:

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Old Location Instructions: Fill out all equipment info, Old Location info, and New Location info. If assistance is needed to transport items, please contact Surplus/Fixed Assets at 80x-567-870s. After signed by the Principal and signed by the delivery person, make two copies (one for your files, the other is sent to Fixed Assets.) The original form must stay with the transferred equipment.

New Location Instructions: Confirm equipment arrival with a signature from the Principal, Administrative Assistant, or Custodian. Record a room assignment for the new equipment. When complete, make a copy of this form for your files. Send the original form to Fixed Assets for processing.

Qty	Description	Asset #	Serial Number	Manufacturer/Model
1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1	iPad	976003	FVFHXXXXJF1K	Apple
			,	

	Old Location			<u>New Location</u>	
406	Joel P. Jensen	1	421	Hidden Valley Middle	
Loc #	School Name / Department	Building #	Loc #	School Name / Department	Building #
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x x	Delivery Person's Signature* / Date of the control	xxxx	* Brim	cipal XX Admn. Assistant/Custodian's Signa	/xx/xxxx

Step 2 - New Location

Sample Transfer

When complete, make a copy of this form for your files.

Send the original form straight to Fixed Assets for processing.

Fixed Assets cannot process the transfer unless signatures from **both** the Old Location and the New Location have been obtained.

Fixed Assets Signature	Clate Proce	issed (Field Assets Only)	×	Fixed Assets Signature			Date Processed (Fixed Assets Onl
Jordan Sch	ool District				Jordan Sch	nool District	
Equipment T	ransfer Form			Equi	ipment T	ransfer Form	
ase follow these guidelines for all transfers:			Please	follow these guidelines for all transfers:			
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processing. ed Assets will process the transfer and then distribute pink (old locat	tion) and yellow (new location) copies to replace	your copies.		cessing. ssets will process the transfer and then distrib	ute pink (old locz	tion) and yellow (new location) copie	s to replace your copies.
ty Description Asset #		ufacturer/Model	Qty	Description	Asset #	Serial Number	Manufacturer/Model
1 MacBook Air 980002	DMPVXXXXJF1W	Apple	1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1 iPad 976003	FVFHXXXXJF1K	Apple	1	iPad	976003	FVFHXXXXJF1K	Apple
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os Joel P. Jensen 1	421 Hidden Valley Middl	e	406	Joel P. Jensen	1	421 Hidden Vall	ey Middle \
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Principal's Signature / Date	Room # Assigned to (Opt		<u>* 1</u> /	Principal's Signature / Date	XX XXX		red to (Optional)
Telivery xx/xx/xxx	x Principal >	(x/xx/xxxx	×Z	Telivery XX/XX	/xxx	x Brincipal Principal/Adm n. Assistant/C	xx/xx/xx
Delivery Person's Signature* / Date assistance is needed, contact Surplus/Fixed Assets.	PTITICIDAL/ACTION. ASSISTANÇ CUSTOCIONS S	syratore out	*Y assis	Delivery Person's Signature* / Delivery tence is needed, contact Surplus/Field Assets.	æ	PrincipayAumin, Assistance	asconairs argentiates pare
Keep for yo		S	end Origina	l For	m to Fixe	d Assets	

Fixed Assets

Sample Transfer

After Fixed Assets has finished processing the transfer, Fixed Assets will distribute pink (old location) and yellow (new location) copies to replace your white copies.

Colored copies indicate that the transfer is complete.

. Ang	Freed Agosets Signature			Date Processed (Fixed Assets Only) JUN 2 6 2020
0	1	Jordan Sch	nool District	
	Equ	ipment 1	ransfer Form	
Please follow ti	nese guidelines for all transfers:			
please contact for your files, th	nstructions: Fill out all equipment info Surplus/Rixed Assets at 801-567-8709, ne other is sent to Fixed Assets.] The o Instructions: Confirm equipment arri- ent for the new equipment. When com	After signed by t riginal form must val with a signatu	he Principal and signed by the delive it stay with the transferred equipm re from the Principal, Administrative	ry person, make two copies (one ent. Assistant, or Custodian. Record a
Fixed Assets w	II process the transfer and then distrib	ute pink (old loca	ition) and yellow (new location) copie	es to replace your copies.
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	Old Location		New Lo	ocation
406	Joel P. Jensen	1	421 Hidden Val	lev Middle
Loc#	School Name / Department	Building #	Loc # School Name	
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	Delivery Person's Signature* / Da	te	Principal/Admin. Assistant/0	ustodian's Signature / Date
*It assistance is r	needed, coffact Surplus/Fixed Assets.			
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× 9	ingu famort	-		JUN 2 6 202
	0 1	Jordan Sch	nool District	
	Equ	ipment T	ransfer Form	
Please	follow these guidelines for all transfers:			
please for yo New I room for pr	ocation instructions: Fill out all equipment info contact Surplus/fixed Assets at 80s-569-8790 rifles, the other is sent to Fixed Assets. <u>The</u> 	. After signed by t original form must val with a signatur oplete, make a cop	he Principal and signed by the delik t stay with the transferred equipr re from the Principal, Administrativ by of this form for your files. Send t	very person, make two copies ment. • Assistant, or Custodian. Rec the original form to Fixed As
	Assets will process the transfer and then distril Description	Asset #	tion) and yellow (new location) cop	Manufacturer/Mo
Qty 1	MacBook Air	980002	DMPVXXXXJF1W	Apple
1	iPad	976003	FVFHXXXXJF1K	Apple
	Old Location		New I	ocation
406	Joel P. Jensen School Name / Department	1 Building #		alley Middle
× 1	Principal's Signature / Date	/xx xxx	ADIOI sa	rah Jane Doe gned to (Optional)

Thank you!

If you have any questions, please contact Surplus/Fixed Assets. We're happy to help!

Steve steven.oldham@jordandistrict.org, ext. 88709

Rachel rachel.davis@jordandistrict.org, ext. 88719