
Surplus & Transfers

— Instructions for New Forms —

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.

[illegible]

Transfers

The procedure for Transfers has changed!

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

Fixed Assets Signature

X _____

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 804-567-8709. 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

Old Location

Loc #	School Name / Department	Building #
X	Principal's Signature / Date	
X	Delivery Person's Signature* / Date	

*If assistance is needed, contact Surplus/Fixed Assets.

New Location

Loc #	School Name / Department	Building #
	Room #	Assigned to (Optional)
X	Principal/Admin. Assistant/Custodian's Signature / Date	

Old Location

-instructions-

Sample Transfer

Your sheet should look something like this:

[illegible]

Sample Transfer

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.

[illegible]

Sample Transfer

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

[illegible]

Sample Transfer

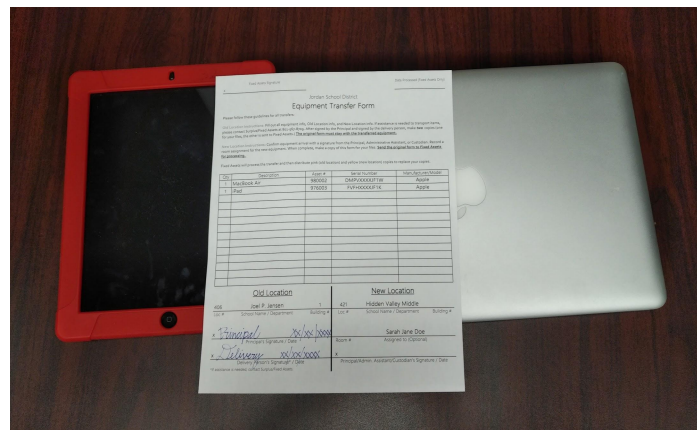
- Send one copy straight to Fixed Assets.
- Keep the second copy for your files.

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

Send to Fixed Assets

Keep for your files

Original Form should be kept with transferred equipment.



New Location

-instructions-

Sample Transfer

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.

[illegible]

Sample Transfer

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.*

Keep for your records

Send Original Form to Fixed Assets

Sample Transfer

Colored copies indicate that the transfer is complete.

[illegible]

Thank you!

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

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