Jordan School District Equipment Transfer Form

Please follow these guidelines for all transfers:

Х

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. <u>Send the original form to Fixed Assets</u> 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 #	Seria	I Number	Manufacturer/Model	
Old Location			New Location			
Loc #	School Name / Department	Building #	Loc #	School Name / D	epartment Building #	
х						
Principal's Signature / Date			Room #	Assigned to (Optional)		
х			х			
	Delivery Person's Signature* / Date	5	Principal/A	dmin. Assistant/Cust	todian's Signature / Date	
*If assistance is needed, contact Surplus/Fixed Assets.						