

INVENTORY TRANSFER FORM

I. TRANSFERS

CHECK THE STATUS INTO WHICH THE ITEM IS BEING TRANSFERRED

Fixed Assets Status: Active *Retired Destroyed **Stolen

*Describe what is wrong with item _____

* in working condition no longer in working condition

** Item must be reported to:
District Police, Chief Financial Officer and Fixed Assets Department

TRANSFERRED FROM: (to be completed by person transferring the fixed asset)

1. Item Description _____ 2. Qty _____

3. Barcode Number _____ 4. Item Serial Number _____
(white SFDRICSD tag)

5. Campus / Location _____ 6. Building Code Letter _____ 7. Room Number _____

TRANSFERRED TO:

1. Campus / Location _____ 2. Building Code Letter _____ 3. Room Number _____

Originator DATE

II. AUTHORIZATIONS:

Transfer Approved By: _____
ADMINISTRATOR TITLE DATE

Transfer Received By: _____
ADMINISTRATOR TITLE DATE

III. Picked up By: _____
Warehouse Clerk DATE