



FIXED ASSET TRANSFER FORM

WORK-FLOW PROCESS

1. **Requestor:** Complete all information on form for the assets being transferred.
 2. **Principal/Supervisor:** Review, approve and sign transfer form – If technology items are included in this document send to Campus/District Technician for review.
 3. **Campus/District Technician:** Review assets being transferred, delete/destroy hard drive if applicable and sign transfer form.
 4. **Campus/Dept:** Notify maintenance personnel to pickup & deliver assets to receiving location.
 5. **Person Receiving assets:** Upon delivery of assets, verify items being transferred, then sign transfer form. The receiving person or maintenance personnel need to send the Original transfer form to the Business Office.
- NOTE:** The Principal/Supervisor should assign a person(s) at their campus/dept to keep track of the fixed assets.

Transfer From: Requestor

Employee Name: _____ Signature & Date: _____
 Campus/Building: _____ Room/Location: _____

Transfer To: Receiver

Employee Name: _____ Signature & Date: _____
 Campus/Building: _____ Room/Location: _____

Select Reason for Disposition of items

Reason for Disposal/ Removal: Transfer Stolen Lost Surplus Parts Other

STISD Tag Number	Item Description	Serial/VIN Number

Campus/District Tech Signature: _____
 (Applicable to technology items only)

Principal/Manager Signature: _____
 Date: _____