



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 to review items, and sign.
3. **Campus/District Technician:** Review assets being transferred, delete/destroy hard drive if applicable and sign transfer form.
4. **Campus/Department:** Notify maintenance personnel to pickup & deliver assets to receiving location.
5. **Person Receiving Assets:** Upon delivery of assets, verify items being transferred, have Principal/Supervisor sign. The receiving person or maintenance personnel needs to send the Original Fixed Asset Transfer Form to the Business Office. On items being transferred, send a copy to the Requestor.

NOTE: The Principal/Supervisor should assign a person(s) at their campus/department to keep track of the fixed assets.

Select Reason for Disposition of items

Transfer
 Surplus
 Parts
 Lost
 Stolen
 Other

Transfer From: Requestor

Employee Name: _____

Signature & Date: _____

Campus/Building: _____

Room/Location: _____

Campus/District Tech Signature: _____

Principal/Supervisor Signature: _____

(Applicable to technology items only) Date: _____

Date: _____

Transfer To: Receiver

Principal/Supervisor: _____

Signature & Date: _____

Campus/Building: _____

Room/Location: _____

| STISD Tag Number | Item Description | Serial/VIN Number |
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