# FIXED ASSET DISPOSITION AND TRANSFER FORM 

BELLVILLE INDEPENDENT SCHOOL DISTRICT
DATE

TRANSFER FROM: $\qquad$ TRANSFER TO: $\qquad$
Location/Bldg

Sub-Location/Bldg
Sub-Location/Bldg

| Quantity | Item Description/Brand/Model | Serial \# | Property <br> Scan \# <br> (white) | Room ID <br> Code\#(white) |
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Principal or Department Head Releasing Equipment
Principal or Department Head Receiving Equipment
Comments: $\qquad$

PERMIT TO DISPOSE OF PROPERTY
Give reason for disposal: Broken $\qquad$ Worn out $\qquad$ Obsolete $\qquad$ Vandalized $\qquad$ Fire $\qquad$
Theft $\qquad$ Disappeared $\qquad$

## INSTRUCTIONS FOR INTER-TRANSFERS

1. Releasing party completes the form with signature and sends to the Business Office.
2. The Business Office makes arrangements for transfer and transfers item.
3. Receiving party acknowledges receipt by signature and returns the form to maintenance.
4. Maintenance forwards the form back to the Business Office.
