

**TRANSFER/DISPOSAL FORM**

**TRANSFER ONLY**  
(Forward to receiving school)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(School) (School/Ad Bldg not an option)

Bar Code: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Item: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date \_\_\_\_\_

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**DISPOSAL ONLY**  
(Forward to Superintendent)

FROM: \_\_\_\_\_ (School)

TO: **GARAGE SALE** \_\_\_\_\_  
Reason \_\_\_\_\_

TO: **GARAGE SALE** \_\_\_\_\_  
Reason \_\_\_\_\_

TO: Sue \_\_\_\_\_ (only computer items)  
Reason \_\_\_\_\_

Bar Code: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Item: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Attach a copy of this form to equipment, and a copy to Steve for pick up.)