

**TEMPE UNION HIGH SCHOOL DISTRICT #213
DISPOSAL/TRANSFER FORM**



Fiscal Year

Today's Date

REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT/BOOKS

SCHOOL	YOUR NAME:
DEPARTMENT	YOUR EMAIL:

CHECK ONE:

TRADE IN	SURPLUS ITEMS IN GOOD CONDITION, JUST UNUSED	LOSS	TRANSFER TO TO OTHER SCHOOL CAMPUS	TRANSFER BOOKSTORE TEXTBOOKS**
OTHER	DISPOSE OF AT DISTRICT WAREHOUSE BROKEN, OUTDATED ITEMS		TRANSFER OTHER BOOKS**	

TRANSFER ONLY:	FROM SITE:	TO SITE:
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Asset Tag No.	Description	Model Number	Serial Number

ATTACH EXCEL SPREADSHEET IF NECESSARY
REASON FOR DISPOSITION OR TRANSFER:

****ATTACH DESTINY TRANSFER TEXTBOOK REPORT**

Dept. Head Printed Name	Dept. Head Signature	Date	Dept. Head Receiving Signature	Date
Principal Printed Name	Principal Signature	Date	Principal Receiving Signature	Date
Purchasing Director Signature	Date	Date Transferred	Property Control Signature	Date

****Once completed please send via inner office mail to the Property Control Specialist at the District Office.

REVISED 01/2020