

**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                      LOSS                      TRANSFER                      TRANSFER BOOKSTORE TEXTBOOKS\*\*

OTHER                      DISPOSE OF AT DISTRICT WAREHOUSE                      TRANSFER OTHER BOOKS\*\*

\*\*All textbook transfer requests must be approved with a signature from the relevant department head for each subject of textbook and include a Destiny transfer textbook report

<b>TRANSFER ONLY:</b>	<b>FROM SITE:</b>	<b>TO SITE:</b>
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Asset Tag No.	Description	Model Number	Serial Number

**ATTACH EXCEL SPREADSHEET IF NECESSARY**

REASON FOR DISPOSITION OR TRANSFER:

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 email to MCypert@tempeunion.org or send via interoffice mail to Madeline Cypert at the District Office.

REVISED 1/2019