

# Notification of Disposal / Removal / Transfer of School Property

Please use this form requesting removal/disposal or transfer of an asset

Date: \_\_\_\_\_

School: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Type of Request (*Select One*) :  Disposal  Removal (Surplus)  Transfer

(If Transfer) New Location to Transfer To: \_\_\_\_\_

Who do you request handle the disposal/removal/transfer? (*Check One*) :

IT Dept.  Facilities Management  Other (Staff/Department) \_\_\_\_\_

Name of Item	Description	Asset Tag #	Funding Source	Qty	Room

*For multiple disposal/removal/transfers, please attach a list to this form.  
Please group by funding source of asset.*

Asset status(es) have been updated in fixed asset tracking system? (*Required*) :  Yes  No

Reason for Disposal, Removal or Transfer? (*Check all that apply*)

- Damaged
- No Longer Instructionally-Related
- Out-of-Date
- Transfer to another building
- Surplus (Move Storage)
- Other

Comments or Special Instructions:

---

---

---

---