

CUYAHOGA HEIGHTS BOARD OF EDUCATION

TRANSFER or DISPOSAL OF EQUIPMENT (Assets)

(Use instructions on reverse side to complete this form.)

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO THE DISPOSAL OR TRANSFER OF ANY EQUIPMENT, OR OTHER CAPITAL OUTLAY, TAGGED AND OWNED BY THE BOARD OF EDUCATION.

Remove inventory tag(s) and attach to this form prior to submission.

NAME: _____	DATE: _____	
EQUIPMENT DESCRIPTION: _____		
TAG NO. _____	SERIAL NO. _____	MODEL NO. _____
Current Location of Equipment: _____ (list building and room number)		

TRANSFERRED TO: _____ (list building and room number)
Date of Transfer: _____

DISPOSAL OF EQUIPMENT: (describe reason for disposal and condition of equipment)
Value expected to be received from sale or trade in: _____
Date value received or credited on Trade in: _____ Receipt # _____

APPROVED BY BUILDING PRINCIPAL _____	DATE: _____
APPROVED BY TREASURER _____	DATE: _____
APPROVED BY SUPERINTENDENT _____	DATE: _____

PROCESS TO TRANSFER EQUIPMENT

1. Identify the item to be transferred to another location.
2. Do not remove the asset tag, however, list the tag number on the front of this form.
3. List the building and room number to which the asset is transferred FROM.
4. List the building and room number to which the asset is to be transferred TO.
5. Obtain approval from the individuals on the front of this form.
6. Move the asset or contact Maintenance or IT to move the asset.
7. Submit the final approved form to the Treasurer's office.

PROCESS TO DISPOSE EQUIPMENT

1. Identify the item to be disposed
2. Contact the Principal, Treasurer, or Superintendent along with the Technology Coordinator to determine if the item can be used elsewhere in the district, can be sold or used as a trade in.
3. After completing #2, above, complete the section under "Disposal of Equipment" on the front of this form
4. Obtain approval from the individuals on the front of this form.
5. Take the action as decided in #2, above
6. Remove the fixed asset tag(s) from the asset and attach to this form.
7. Submit the final approved form to the Treasurer's office.