

SOUTH DELTA SCHOOL DISTRICT

Relocation of Asset Form

School/Building _____

Building Administrator _____

Date of Relocation _____

Description of Asset _____

Tag Number _____

Serial Number _____

Current Location _____

New Location _____

Signature of Building Administrator _____

Date _____

Signature of Receiving Administrator _____

Date _____

Business Administrator _____

Date _____

Asset Clerk's Initials _____

REQUEST FOR DISPOSITION

- () Item Beyond Repair/To be Scrapped
- () Trade-in Item
- () Missing or Stolen (Attach Police or Incident Report)
- () Other (Attach Description)

Administrator's Signature _____

Approval Date _____