

**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 \_\_\_\_\_