

CANUTILLO INDEPENDENT SCHOOL DISTRICT PROPERTY TRANSFER/DISPOSITION FORM

PURCHASING AND ACQUISITION
DISTRICT ASSETS

INDIVIDUAL REQUESTING TRANSFER: _____ DATE: _____
(Ensure that signatures are obtained below)

CHECK ONE:
Permanent
Temporary

TRANSFER **FROM:** _____

TRANSFER **TO:** _____
(Campus/Depart, Room #, Property Custodian, Trade-In provide Vendor name)

(If your items are being transferred to severral different sites, please complete a new form for each "Transfer To" destination.)

CISD Barcode (asset tag #)	* Request Code	Qty	Description	Serial # (required if equipment)	Brand Name	Model/Make	Federal Property	
							Yes/No	Fund #

Signature-BUDGET AUTHORITY "*Releasing*" Equipment _____
Date

Signature of Delivery or Pickup Person _____
Date

Signature-BUDGET AUTHORITY or DESIGNEE "*Receiving*" Equipment _____
Date

* Request Code	
S = Salvage/Surplus	U = Usable
NU = Not Usable	P = Parts
NBC = No Bar Code	T = Trade-In

Distribution: Scan and email form(s) to Financial Services-Accountant and the Warehouse. Campuses and Departments must maintain a copy for their records.

Canutillo ISD
071907

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
PROPERTY TRANSFER/DISPOSITION FORM**

(insert numerical sequence here)

PURCHASING AND ACQUISITION
DISTRICT ASSETS

CFB EXHIBIT A
(REGULATION)

DATE REVISED: 7/24/12
CFB (REGULATION)

Business Svcs. Rec'd: _____
SchRes/Facilities Rec'd: _____
Completed: _____