

HUMBLE INDEPENDENT SCHOOL DISTRICT EQUIPMENT TRANSFER

P. O.

Ticket No.

From

To

Campus

Campus

Sub-Location Department, Classroom

Sub-Location Department, Classroom

Check only one:

New Equipment Purchase

Permanent Transfer

Activity Fund

Temporary Transfer

Donation

Deletion Evaluation

DO NOT GROUP ITEMS - One individual item on each line. Numerically tagged items must be one per line.

Exception - generic furniture can be grouped by type on one line.

Qty.	Property Tag No.	Description	Serial No.	Warehouse Use

COMMENTS: (Briefly describe nature of transfer, reason for deletion, dates required for loan furniture, etc.)

Requested by

Phone#

Date

Delivered by

Date

Approved by

Phone#

Date

Received by

Date

Evaluated by

Phone#

Date

Delivered by

Date