The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the 'hand' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.

The following district-owned equipment has been transferred to the location indicated:	
State tag number	-
Description of equipment:	
PREVIOUS LOCATION	NEW LOCATION
Campus	Campus
Building No.	Building No.
Room No.	Room No.
Date of transfer	-
Transferred by:	
Print name	
Signature	
Department	
Budget code	Date
Received by:	
Print name	
Signature	
Department	
Budget code	Date
FOR CENTRAL SERVICES USE ONLY	
I CERTIFY THAT THIS TRANSACTION HAS BEEN UPDATED IN THE DISTRICT INVENTORY FILE.	
Name	
Date	