

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER

Equipment Inventory System ACQUISITION / TRANSFER / DISPOSAL

(circle transaction)

1) ASSET ACQUISITION

A copy of the purchase order must be stapled to this form.

Location acquiring asset: _____

Purchase Order number: _____

Tag number (attached): _____ Equipment to be used by: Student Teacher
(circle one)

Asset Description: _____

Asset Serial Number: _____ Model Number: _____

Signatures:

Employee: _____ Date: _____

Treasurer: _____ Date: _____

2) ASSET TRANSFER

Transfer of asset from one location to another.

Tag number: _____ Location transferring FROM: _____

Description: _____ Location transferring TO: _____

Employee: _____ Date: _____

3) ASSET DISPOSAL

Request authorization of the Superintendent to dispose of asset.

Tag number: _____ Location: _____

Asset Description: _____

Asset Serial Number: _____ Model Number: _____

Reason for / method of disposal: _____

Signatures:

Employee: _____ Date: _____

Superintendent: _____ Date: _____

Approved Rejected