Montgomery County School District
Technology Equipment Relocation Request

Use this form to relocate technology equipment.

Asset # (Bar Code)	Action Code	Model/ Description	Serial Number	From Location/	To Location/	Reason

Action Codes:
A-Locate New Equipment
T-Transfer or Move to Another Location
R-Removal for Disposal

Requested by: _____

Date

School/ Location: _____

RETURN FORM TO THE DISTRICT TECHNOLOGY DEPARTMENT FOR PROCESSING