Permission to transfer or move assets must be obtained prior to submitting them on this form. This form is for inventory tracking purposes only and does not grant permission to add, transfer or remove an asset. The District Technology Coordinator through the school's Technology Coordinator, STC, must approve technology asset additions, transfers, or removals before submitting on this form.

<table>
<thead>
<tr>
<th>Asset # (Bar Code)</th>
<th>Action Code</th>
<th>Asset Description</th>
<th>Serial Number</th>
<th>From Location/Room #</th>
<th>To Location/Room #</th>
<th>Disposal Code</th>
<th>Comments</th>
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</tbody>
</table>

**Action Codes:**
- A - Add
- T - Transfer (or Move)
- R - Removal/Return *

**Disposal Codes:**
- 998-Support Services/Maintenance
- 999-Technology

- * Documentation to support removal from inventory must be attached, i.e. Police Report, credit invoice, etc.

**Released By:** ___________________________ ___________ Administrator Date Location: ___________________________

**Received By:** ___________________________ ___________ Administrator Date Location: ___________________________

Send Copies To: District Asset Manager Receiving Location Releasing Location District Technology Coordinator (for technology assets)

**RETURN FORM TO DISTRICT ASSET MANAGER FOR PROCESSING** (2003)