

ADULT EDUCATION DIVISION - INVENTORY TRANSFER/DISPOSAL FORM

Equipment Transferred From:			Equipment Transferred To or Disposed of:		
School District / Agency			School District / Agency		
Address			Address		
City, State, Zip			City, State, Zip		
LEA Administrator, Title			LEA Administrator, Title		
Contact Person, Title			Contact Person, Title		
Phone Number			Phone Number		
FAX Number			FAX Number		
LEA Admin. Signature			LEA Admin. Signature		
Date	Email Address		Date	Disposal Code (if used)	
Brand Name	Model Number	Serial Number	AdEd ID Number	Date Acquired	Acquisition Cost

Note Inventory items may be transferred/disposed of according to LEA Guidelines. If a computer system is transferred, each item that has a serial number and/or model number must be listed. These items may be sent to different locations and a record of each must be kept on file by the receiving agency. A copy of the Adult Education Division Inventory Transfer/Disposal Form (Revised 1/13/12) must be attached to the Adult Education Division Inventory Control Form (Revised: 1/13/12) as a part of the permanent record. Accountability for transferred equipment will be the responsibility of the receiving agency and will be shown on the permanent equipment inventory. *(This form may be duplicated)*

The following is a listing of codes that is to be used in disposing of equipment: 1-Equipment sent to Marketing and Redistribution, 2-Lost, 3-Stolen, 4-Destroyed, 5-Traded-In, 6-Donated, 7-Transferred to another Adult Education Program (explain), 8-Other (explain)