

MESA PUBLIC SCHOOLS
EQUIPMENT TRANSFER FORM

REQUEST (To be moved by Property Management or MDC)

REPORT (Already moved by school/department)

Reason for this Transfer:

- Equipment Transfer Trade in on New Equipment
 Loan of Equipment Cannibalized for Parts
 To Repair From Repair

FROM _____ TO _____
SCHOOL/DEPARTMENT ROOM SCHOOL/DEPARTMENT ROOM

QTY	BARCODE	SERIAL NUMBER	DESCRIPTION		

Working Condition
 Non-Working Condition

*****ALL ITEMS MUST BE PLACED ON A PALLET PRIOR TO MDC MOVING THEM*****
****PLEASE REQUEST A PALLET(S) IF THE SITE NEEDS THEM****

ADMINISTRATOR AUTHORIZING RELEASE OF THIS EQUIPMENT

Moved by: _____

SIGNATURE DATE

PRINTED NAME

INITIALS DATE

ADMINISTRATOR AUTHORIZING RECEIPT OF THIS EQUIPMENT Processed by Property Management:

SIGNATURE DATE

PRINTED NAME

INITIALS DATE

Verify Barcode and Serial Numbers on equipment being transferred with those on your Inventory listing. **Only directors may authorize cannibalization of equipment.**

Please send paperwork to Property_mgt@mpsaz.org or by inner office mail to Property Management.