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

___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________
___ ____________________ ________________

***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 ____________________________
INITIALS ____________________________ DATE ____________________________

PRINTED NAME ____________________________

ADMINISTRATOR AUTHORIZING RECEIPT OF THIS EQUIPMENT Processed by Property Management:

SIGNATURE ____________________________ DATE ____________________________
INITIALS ____________________________ DATE ____________________________

PRINTED NAME ____________________________

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.