



Fort Worth
INDEPENDENT SCHOOL DISTRICT

Equipment Transfer Record Form

Loc:

Puller:

Date:

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School to School

(used equipment transferred between schools or administrative offices)

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Addition

(used equipment transferred from a warehouse site for further use)

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Loan

(equipment transferred for a special purpose and returned in a short time span)

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Surplus

(used equipment transferred to a warehouse site for storage or disposal)

☐

Replacement

(used equipment sent to the repair shop and replaced or exchanged)

☐

Disposal

(used equipment deemed unfit for further economical usage and discarded)

Qty.	Description	Tag Number	Make	Serial Number
	Print:			
	Signature:			
	Dept #/Company:			

***** Please attach form to the Work Order *****