

CAPITAL TRANSFER/DISPOSAL FORM

FOR ALL CAPITAL ITEMS OVER \$5,000

Asset Description:

Asset TAG ID NUMBER (Should be an eight digit number):

Serial number(s) on asset (if any):

Date of Transactions:

Department Equipment Resided:

Nature of Transaction: Fill out appropriate section

Interdepartmental Transfer (place an X):

Department asset was transferred to:

Sold (place an X):

Sold to Whom:

Address capital item was sold to:

Phone number capital item was sold to:

Sale Price:

Traded In (place an X):

Traded into whom:

Address capital item was traded to:

Phone number capital item was traded to:

Trade-In Value:

Item received from Trade:

Scrapped (place an X):

Disposition of Scrapped item:

Donated (place an X):

Donated to Whom:

Address capital item was donated to:

Phone number capital item was donated to:

Any other information you can give about this equipment or transaction:

Requestor Signature

Date

Operations Manager

Date

CFO

Date

General Notes: This form is submitted for ALL Capital items exceeding \$5,000 that will be transferred or disposed of. Operations Manager will fill out this form and remove Asset Tag Number from the piece of equipment. Capital items being disposed or transferred needs to be delivered to Operations Manager from the assigned department. This form will be sent to Finance Department once completed and asset is no longer property of Jefferson County School District.