Clint Independent School District
Asset Transfer Form

eForm

Department / Campus Requesting Transfer

From: _____

Room #: _____ Contact: _____

Req Date: _____ Phone: _____

Best Time: _____

Receiving Department / Campus

To: _____

Room #: _____

Contact: _____ Phone: _____

Please pick from the list below the best description of the original function of the items on this request.

Function: _____

Were any of these items paid for with Federal Funds? ◯ Yes ◯ No

If any item listed was purchased with Federal Funds (Fund 2XX), please submit this form to the assigned program Coordinator or Director to obtain TEA approval for disposition. Once approved, they will forward this form along with the approval to the Procurement Department for disposition and notify you.

☐ Additional items continue on the Excel Spreadsheet attached.

Before transferring furniture to the Fixed Assets warehouse, did you verify no other campuses could use the items? ◯ Yes ◯ No

Account Code	Qty*	Description / Item Number	Condition	Serial Number**

* Quantity should only be used for items such as furniture. Computers and other technology items should be listed separately, 1 each.
** Serial Numbers only required for computers and technology items. Keyboard and mouse serial numbers are NOT required.

Authorized Release	Name: _____	Signature: _____	Date: _____
Federal Programs	Name: _____	Signature: _____	Date: _____
Fixed Assets Approval	Name: _____	Signature: _____	Date: _____
Authorized Acceptance	Name: _____	Signature: _____	Date: _____