



MATERIAL TRANSFER FORM

Transfer From: _____ <i>Previous School/Department</i>	Transfer To: _____ <i>New School/Department</i>
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Bar Code Number	Serial Number	Model Number	Material Description	Qty	Storage Location	Reason for Transfer	Condition Code

Transferring*: _____ Date: _____

Warehouse: _____ Date: _____

Receiving: _____ Date: _____

****Only the Technology Department is authorized to transfer computers.***

CONDITION CODES

1. New (excellent)
2. Good
3. Fair
4. Poor
5. Discard: unusable, obsolete
6. Discard: cannibalized