

WASHINGTON COUNTY SCHOOL DISTRICT
INVENTORY REPORT *TECHNOLOGY TRANSFER/DELETE***-FORM 402T**
Use ONLY for Computers, Laptops, Servers and/or Tablet Devices

Section 1: To be completed by Facility Fixed Asset Secretary

TRANSFERRING FROM:

Date: _____

School/Department: _____ Room: __-__-__-__

Item Description: _____

Barcode/Asset ID: _____

Make _____

Model: _____

Serial #: _____

Explanation: _____

Principal/Department Director Approval _____ Date: _____

Section 2: To be completed by Technology Department Representative

TRANSFERRING TO:

Date: _____

School/Department: _____ Room: __-__-__-__

DISPOSAL:

Has the hard drive(s) been removed and sent to IT Building? YES

Have all useful parts been removed? YES

Location for pick-up by Warehouse personnel: _____

|
| ATTACH BAR CODE STICKER HERE |
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Technology Approval _____ Date: _____