

CUBA INDEPENDENT SCHOOL DISTRICT
PROPERTY TRANSFER FORM

TRANSFER REQUEST DATE: _____

EMPLOYEE REQUESTING TRANSFER: _____

TAG/BAR CODE NUMBER: LIST THE ACTUAL TAG/BAR CODE NUMBER, OR IF NONE USE **NBC** - NO BAR CODE
REQUEST CODE: D-DISPOSE T-TRANSFER

TAG/BAR CODE NUMBER	REQUEST CODE	DESCRIPTION OF ITEM	SERIAL/MODEL/VIN#	CONDITION GOOD/AVERAGE/POOR/O BSOLETE	OLD LOCATION	NEW LOCATION OR N/A IF DISPOSING

APPROVED BY PRINCIPAL/SUPERVISOR: _____

DATE: _____

REQUEST FORWARDED TO (CIRCLE ONE): TECHNOLOGY MAINTENANCE BOARD/STATE AUDITOR

TRANSFER COMPLETED BY: _____

DATE: _____

CERTIFICATION THAT ALL HARD DRIVES ERASED/DIGITAL MEMORY SANITIZED (IF APPLICABLE): _____ DATE: _____

*PLEASE FORWARD ORIGINAL COPY TO THE BUSINESS OFFICE ONCE TRANSFER IS COMPLETE.