



MATHIS INDEPENDENT SCHOOL DISTRICT

Fixed Assets Transfer Form

MISD Tag No.	Room No.	Serial No.	Item Description	TRANSFER TO			
				*Storage	Campus	Room #	Obsolete/Surplus

Date of Request: _____ Campus/Dept: _____ Requested by: _____

Technology Approval (required for technology/audio-visual transfers): _____ Principal approval: _____

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Date Moved: _____ Moved by: _____ Accepted by: _____

Date Updated on Computer: _____ Updated by: _____

***Prior approval from the Maintenance Director is required to store excess furniture/equipment at the district warehouse.**

Procedures: Complete form, obtain signatures and route to Chris Casarez for review and processing.
 Mr. Casarez will coordinate with Mrs. Rosie Huerta and Mr. David Martinez for relocation of the equipment & will update the campus/department inventory.
 A list of items to be discarded will be compiled by Mr. Casarez in February of each year.