

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
PROPERTY TRANSFER/DISPOSITION FORM**

(insert numerical sequence here)

PURCHASING AND ACQUISITION
DISTRICT ASSETS

CFB EXHIBIT A
(REGULATION)

INDIVIDUAL REQUESTING TRANSFER: _____ DATE: _____
(PRINT NAME of person requesting transfer, obtain signature BELOW of site administrator and then send form to Warehouse)

*Type of Transfer: Permanent
CIRCLE ONE Temporary*

TRANSFER FROM: _____

TRANSFER TO: _____
(Campus/Depart, Room #, Property Custodian, Trade-In provide Vendor name)

(If your items are being transferred to several different sites, please complete a new form for each "Transfer To" destination.)

CISD Barcode (asset tag #)	* Request Code	Qty	Description	Serial # (required if equipment)	Brand Name	Model/Make	Federal Property	
							Yes/No	Fund #

Signature of Budget Authority "Releasing" Equipment Date

Signature of Delivery or Pickup Person Date

Signature of Budget Authority or Designee "Receiving" Equipment Date

* Request Code	
S = Salvage/Surplus	U = Usable
NU = Not Usable	P = Parts
NBC = No Bar Code	T = Trade-In

Distribution: Goldenrod-Releasing Site and send remaining 3- part form to Business Services//Pink-Releasing Site//Canary-Receiving Site//White-Business Svcs. Accountant

INCOMPLETE FORMS WILL DELAY THE TRANSFER PROCESS