

Technology Equipment Discard

Do not allow any equipment to be removed from your room unless this form has been completed and has been signed from the **Technology Department**.

Check all pieces of equipment for asset and serial numbers. Remove any red and/or white asset number stickers from the equipment after the transfer has been approved. Place all stickers in the appropriate box. Please place this original discard sheet with the asset stickers on it with the equipment being removed.

I request the following equipment be removed from **my room/inventory**.

Item	Brand Name	Asset Number	Serial Number
CPU			
Monitor			
Keyboard			
Mouse			
Speakers			
Printer			
Television			
DVD			
VCR			
Overhead			
Smartboard			
Airliner			
Projector			
Sympodium			
Other			

I understand that the above equipment is being removed from my room/inventory. It is my responsibility to complete all of the above information and obtain all signatures in order to make this transfer complete.

Sending Teacher's Signature

Date

Please place red and/or white asset stickers here.

Technology Department

Date