

## Technology Equipment Transfer

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**.

I request the following equipment be transferred 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 transferred from my room/inventory and that the receiving teacher will have the equipment added to his/her inventory. It is my responsibility to complete all of the above information and obtain all signatures in order to make this transfer complete.

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*Sending Teacher's Signature*

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*Date*

### Receiving Teacher

I accept the above equipment and understand that it will be added to **my room/inventory** and that I am responsible for this equipment.

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*Receiving Teacher's Signature*

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*Date*

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*Technology Department*

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*Date*