

Equipment Relocation Form

You are responsible for ALL equipment that is assigned to your room. If for ANY reason it is necessary to relocate ANY equipment to another room or teacher, you MUST complete this form and submit it to your Principal and/or Department Head for approval.

NO PRINTERS OR DESKTOPS ARE TO BE RELOCATED! PLEASE SUBMIT I.T.TICKET FOR THESE ITEMS.

Step 1. Complete this section.

Current Location of Equipment

Your School Name: _____ Date: _____

Your Name: _____

Your Room Number: _____ Core/Non Core (circle one) SPED/GENERAL (circle one)

Reason for Relocation of Equipment: _____

Barcode Number (Starts with A00000000.....)

Brief Description of Equipment

Requested New Location of Equipment

Printed Name: _____

Room Number: _____ Core/Non Core (circle one) SPED/GENERAL (circle one)

Step 2. Get Approval.

Principal/Department Head use only.

Please sign and date this form upon approval of equipment listed above to be relocated.

Signature: _____ **Date:** _____

Title: _____

Step 3. Relocate equipment and have this form signed by the person receiving equipment.

By signing this form you acknowledge that you have received the items listed above and that all of the information is correct.

Signature: _____

Room Number: _____

Please understand that you are now responsible for these items.

Step 4. Retain a copy of this form for your records and return the original to Kim Wilson at the District Office for Federal Records keeping.

Note: This form MUST be complete before returning it to the District Office.