

**FLOWING WELLS SCHOOL DISTRICT
EQUIPMENT TRANSFER / DISPOSAL LONG FORM**

CHECK ONE: Transfer Auction Trade In Other/detail _____

FROM		TO			
Site _____		Site _____			
Dept/Program _____		Dept/Program _____			
TAG #	SERIAL #	DESCRIPTION	DATE ACQ.	COST	CODE/REASON FOR DISPOSAL

DONOR

ADMINISTRATOR _____ DATE _____ SITE PROPERTY AGENT _____ DATE _____

RECEIVER

ADMINISTRATOR _____ DATE _____ SITE PROPERTY AGENT _____ DATE _____

DISTRICT PROPERTY AGENT DATE

Forward all copies to warehouse, 1 copy will be returned to each site.