



UNITED INDEPENDENT SCHOOL DISTRICT

Fixed Assets Inventory Transfer/Disposal Form

As presented during the Finance Plus trainings-September 13-16, 2011

- A. The Fixed Assets Department assigns a control number to the Fixed Assets Inventory Transfer/Disposal form.
- B. A transfer is checked off whenever a transfer of fixed assets is made from campus to department or department to department.
Note: If you are requesting furniture, please check off Transfer on top of the Transfer/Disposal form. Under Campus/Department input Support Services, and under Receiving Campus/Department input the campus/department that is requesting the furniture.
- C. Disposal form is checked off whenever items are obsolete and no longer useful to the campus/department.
- D. The Fixed Assets Inventory Transfer/Disposal form is to be faxed to the Fixed Assets Department at 473-7992.
- E. Campus/Department requires the name of the campus/department requesting the Transfer/Disposal of Fixed Assets.
- F. Campus/Department Fixed Assets Contact Person signs and dates the Transfer/Disposal form.
- G. Principal/Director signs and dates the Transfer/Disposal form.
- H. Enter the UISD tag number, if any. The district tags are as follows:

General Operating and Construction: White tag with red stripe across
Federal: Green tag
Food Service- Silver tag
Lease- Yellow tag
ARRA fund- Blue tag

- I. Enter the description of the Fixed Asset item to be transferred or disposed of.
- J. Enter the serial number, if any.
- K. Enter the room number the fixed assets are placed in.
- L. Enter the quantity of the fixed assets to be transferred or disposed.
- M. Enter the condition of the fixed assets to the best of your judgment.
- N. Enter if the fixed assets are federal or not.
- O. Disposition is to be filled out by Support Services and/or Technology Department.
 - Department: 911=Link Warehouse-Used/New Furniture/Equipment
 - Department: 999=Surplus Sale-Auction
 - Category Code: 826=Computer Inventory-Loaners
- P. Support Services is to pick up fixed assets from a centralized location/room from a campus/department. Enter the location/room where the fixed assets are located for Support Services/Technology Department to pick up.
- Q. Disposition codes are used by Support Services/Technology to identify the disposition and accountability of the fixed assets.
- R. If the Transfer/Disposal form is not signed by a technician, Fixed Assets Department will send the form to the corresponding technology supervisor. The Technology Department will have a Campus Micro-Technician verify if the Technology Equipment can be used for parts, is obsolete, repairable, or be used as computer inventory loaners. Once a decision is determined the form is then faxed to the Fixed Assets Department who will then email it to Support Service Department to schedule pick up.
- ST. Under Receiving Campus/Department enter the campus/department receiving the fixed assets. The campus/department receiving the fixed assets will sign once the transfer has been completed.
- UV. Support Services signs and dates the Transfer/Disposal form when completed. The Support Services Supervision signs and dates the form upon completion.
- W. Upon completion of the Transfer/Disposal form, the form is returned to the Fixed Assets Department to post and update the campus/department Fixed Assets Inventory database. The Fixed Assets Department signs and dates the form when posting has been completed.

Any items not on the form will not be picked-up.

Any adjustment to the fixed assets form will be noted and initialed by both parties.

Any usable item will be re-stocked.