



ETD FORM FOR APS BARCODED ITEMS ONLY

BOARD OF EDUCATION ALBUQUERQUE, NEW MEXICO
 FIXED ASSET INVENTORY TRANSFER/DISPOSITION/DONATION/LOAN DOCUMENT DOC# _____

1a. FROM LOCATION BEFORE MOVE _____ 1b. LOC. NO _____

1c. TO LOCATION AFTER MOVE _____ 1d. LOC. NO _____

2. ITEMIZATION OF EQUIPMENT

QTY	ASSET#	APS #(BARCODE)	MODEL#/SERIAL#	DESCRIPTION/MANUFACTURER	UNIT COST	ROOM #

4. REMARKS: Provide LOCATION of Salvage: ie, classroom #, portable #, etc. and CONTACT info and PHONE number below:

PREPARED BY: _____ DATE: _____

5. DATE SIGN WHEN PICKED UP SIGNATURE OF PRINCIPAL OR CHIEF ADMINISTRATOR RELEASING EQUIPMENT

6a. DATE OF MOVE _____ 6b. SIGNATURE OF DELIVERY OR PICK UP PERSON _____

7a. DATE _____ 7b. SIGNATURE OF INDIVIDUAL RECEIVING EQUIPMENT _____