



MATERIAL TRANSFER FORM

Transfer From: _____	Transfer To: _____
Previous School/Department	New School/Department

Bar Code Number	Serial Number	Model Number	Material Description	Qty	Storage Location	Reason for Transfer	Condition Code

Transferring*: _____ Date: _____

Warehouse: _____ Date: _____

Receiving: _____ Date: _____

**Only the Technology Department is authorized to transfer computers.*

<u>CONDITION CODES</u>
1. New (excellent)
2. Good
3. Fair
4. Poor
5. Discard: unusable, obsolete
6. Discard: cannibalized