

PINELLAS COUNTY SCHOOLS
ONLINE ASSET TRANSFER WORKSHEET
FOR TAGGED ITEMS ON FIXED ASSET INVENTORY

FROM COST CENTER NO. _ _ _ _	SENDING COST CENTER NAME	REQUESTED BY:				DATE
PROPERTY NUMBER	ITEM DESCRIPTION – See note below	SERIAL NUMBER	BLDG	ROOM	DEPT	OFFSITE
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IF CANNIBALIZED/SCRAPPED ON SITE (Signature of Eyewitness #1)		(Signature of Eyewitness #2)				DATE
APPROVED FOR TRANSFER (Signature of Principal/Department Head)		PRINT NAME CLEARLY				DATE
TRANSPORTED BY (WAREHOUSE–WO3, MAINTENANCE–WO4, CANNIBALIZED-WO2, *MANUAL–WO1)		*IF MANUAL - NAME OF TRANSPORTER				
TO COST CENTER NO. _ _ _ _	RECEIVING COST CENTER NAME	IF THE ITEM BEING TRANSFERRED IS UNTAGGED, USE WAREHOUSE REQUISITION FORM (PCS 3-1154). CANNOT ENTER ONLINE.				

Note: Computers less than 5 years old are not to be surplused unless determined unrepairable. Advertise on Outlook and Places.