



COMPUTER REPLACEMENT FORM

TRANSFER

FROM: _____
(School or Building)

TO: _____
(New location)

	BAR CODE #	ROOM #	SN #	MODEL #	MATERIAL DESCRIPTION	QTY	ROOM #	REASON FOR TRANSFER	CONDITION CODE
1									
2									
3	TRANSFER OF OLD COMPUTER FROM: _____ TO: _____ (School or Building) (New location)								
4									
5									
6									
7									
8									
9									
10									
11									
12									

State reason for transfer and indicated Condition Code

Must have SN # when applicable

DISTRIBUTION CHECKLIST

- _____ Warehouse
- _____ Receiving School
- _____ Inv. Control
- _____ Transferring School

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

Transferring: _____ Date _____

Receiving: _____ Date _____