PROPERTY MANAGEMENT DEPARTMENT
TRANSFER OF PROPERTY

Sign & send to propertymanagement@leonschools.net
when completed to permanently remove equipment from your inventory

Transferred By: _____ **Phone #:** _____
Person's Name

From: _____ **Cost Center #:** _____
School or Department Name

Reason: _____

- ◯ **A. Transfer to Property Management**
- ◯ **B. Transfer to another school/department** _____ _____
School or Department Name / Cost Center # *Bldg/Room#:*

Qty	PC Number	Serial Number	Description

TRANSFERRED BY:

Person Requesting Transfer	Date
Transfer Approved By: (***Principal/Administrator Signature)	Date

RECEIVED BY: (*denotes receipt only*)

Signature Of Receiving Person	Date
Name Of Person Signed Form Left With	Date

******Transferring Principal/Administrator certifies that the computer hard drives have been cleaned (DBANNED), drilled or removed.***