ATLANTA PUBLIC SCHOOLS
EQUIPMENT/FURNITURE TRANSFER REQUEST
FIXED ASSETS DEPARTMENT – FURNITURE REPAIR/FURNITURE REMOVAL

From: Site		To: Site	
From: Room		To: Room	

***Complete this line only if equipment is being transferred from one room to another room within your school/site

INSTRUCTIONS

1. Information for the completion of all spaces should be listed on school's/department's inventory report.
2. All spaces, including Work Order #, should be completed before transfer can be accomplished. Transaction codes are listed below.
3. **Fax a copy of this form to Fixed Assets Department, (Phone: 404-802-2418, Fax: 404-802-1401).**

Work Order #			
Shipping Signature: Principal/Department Head		Date	
RECEIPT VERIFICATION			
Receiving Signature: Principal/Department Head		Date	

Qty.	Description	*APS Bar Code Number	*Serial Number	Lawson Asset Number	Room (Division)	Transaction Code	Transfer To: Please Specify

***Not Applicable For Furniture Items** **Attach Additional Forms If Necessary**

Transaction Codes

87 Surplus

88 Damaged Beyond Repair

Transfer Confirmation

Date: _____

Truck #: _____

Driver's Name: _____

67547 (REV. DECEMBER 03)