

**DOUGHERTY COUNTY SCHOOL SYSTEM  
SUPPLY SERVICES  
ASSET (OVER \$500) MOVEMENT & SURPLUS FORM**

**GENERAL INSTRUCTIONS:**

**PART I:**

Locations wishing to either transfer assets to another location or turn in assets for surplus must fill in the information requested in Part 1. **Conditions must be "SERVICEABLE" or "UNSERVICEABLE" and be verified and noted by technical departments on an Asset Assessment Form when turned in to surplus. Asset Assessment Form must be attached to this Asset Movement and Surplus Form.**

<b>TRANSFER FROM:</b>	<b>REQUESTOR:</b>	<b>DATE:</b>
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**PRINCIPAL/DIRECTOR APPROVAL:**

ASSET #	DESCRIPTION	CONDITION	LOCATION/ROOM

**GENERAL INSTRUCTIONS:**

**PART II:**

Locations wishing to obtain assets from the transferring party in Part 1, must contact that location to inspect the assets and complete Part 2. Return this form to Supply Services for completion of the transferring process.

<b>TRANSFER TO:</b>	<b>REQUESTOR:</b>	<b>DATE:</b>
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**PRINCIPAL/DIRECTOR APPROVAL:**

ASSET #	DESCRIPTION	DELIVERY/LOCATION/ROOM

\*For additional information call 1273.