RESET

DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
NON-ASSET (UNDER $500) EQUIPMENT MOVEMENT & SURPLUS FORM

GENERAL INSTRUCTIONS:

Complete pertinent information in areas provided below. Return completed Non-Asset Equipment Movement & Surplus Form to Supply Services for the completion of the process. **Conditions must noted as "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 Non-Asset Movement and Surplus Form.**

TRANSFER FROM:	**DEPARTMENT:**
TRANSFER TO:	**DEPARTMENT:**

SERIAL NUMBER	DESCRIPTION	SERVICEABLE/ UNSERVICEABLE

TRANSFERRING PRINCIPAL/DIRECTOR:	**DATE:**
RECEIVING PRINCIPAL/DIRECTOR:	**DATE:**

*For additional information call 1273.