

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**INVENTORY REPORT \*\*\*TECHNOLOGY TRANSFER/DELETE\*\*\*-FORM 402T**  
Use ONLY for Computers, Laptops, Servers and/or Tablet Devices

**Section 1: To be completed by Facility Fixed Asset Secretary**

**TRANSFERRING FROM:**

Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Room: \_\_-\_\_-\_\_-\_\_

Item Description: \_\_\_\_\_

Barcode/Asset ID: \_\_\_\_\_

Make \_\_\_\_\_

Model: \_\_\_\_\_

Serial #: \_\_\_\_\_

Explanation: \_\_\_\_\_

Principal/Department Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: To be completed by Technology Department Representative**

**TRANSFERRING TO:**

Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Room: \_\_-\_\_-\_\_-\_\_

**DISPOSAL:**

Has the hard drive(s) been removed and sent to IT Building? YES

Have all useful parts been removed? YES

Location for pick-up by Warehouse personnel: \_\_\_\_\_

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|  
| ATTACH BAR CODE STICKER HERE |  
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Technology Approval \_\_\_\_\_ Date: \_\_\_\_\_