



**Cartwright School District #83**  
**GENERAL PROPERTY**  
**Transfer/Disposal Form**

Public | Surplus®

**Please fill in the information below for each of your inventory items.**  
**Forward completed form to Materials Center**  
**(Please check transfer or disposal)**

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

**Disposal**

**Transfer** from Location: \_\_\_\_\_ To: \_\_\_\_\_

Person sending item(s) \_\_\_\_\_ Person receiving: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Principal/Administrator (Disposal or Transfer)

**Overall Title:** \_\_\_\_\_

Year: \_\_\_\_\_ Make/Brand: \_\_\_\_\_ Asset# \_\_\_\_\_  
(District number or asset number)

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

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

Features: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Condition:    Excellent    Good    Fair    Poor    Unknown

DISTRICT USE: Disposal via:    Online Auction    Local Auction    Other \_\_\_\_\_

Materials Center sent copy of form to Accounting.

Value less than \$100,000, Asst. Supt. or Business Director Signature: \_\_\_\_\_

Greater than \$100,000: Gov. Bd. Approval Date: \_\_\_\_\_ Agenda #: \_\_\_\_\_ Acctg Notified Mat Ctr of Board Approval Date

Deleted from GFA Listing by: \_\_\_\_\_ Date: \_\_\_\_\_

If via online auction:

Digital Picture # (no limit on qty): \_\_\_\_\_

Storage Address (pickup location): \_\_\_\_\_