



Cartwright School District #83
VEHICLE/HEAVY MACHINERY
Transfer/Disposal Form

Public | Surplus®

Please fill in the information below. One item per form.
Forward completed form to Materials Center

Date: _____

Please check one ►: Disposal Transfer

Move from Location: _____ To _____
(Current Location)

REQUIRED INFORMATION

Overall description of Item: _____

Asset Number: _____ Vehicle #: _____ License Plate # _____

VIN/Serial# _____ Year: _____ Miles: _____

Make/Manufacturer: _____ Model: _____

Running Condition, *(please check one)*:

Runs Well Runs Does Not Run Unknown

Transmission Type: _____

Brakes: _____

Body Style: _____

Tires: _____

Hydraulics Condition (if any): _____

Engine Make, Size, & Gas Type: _____

Asset Tag Here
*Barcode to be removed by
 Materials Center*
ONLY

Reason for Transfer/Disposal: _____

Releasing Item(s) ►: _____
Principal/Administrator Name (please print) Signature: Principal/administrator Date

Transportation by ►: _____ (Please print) Person receiving form ►: _____ (please print)

Receiving Item(s) ►: _____
Principal/Administrator Name (please print) Signature: Principal/administrator Date

* * All signatures are required to make this form valid * *

FOR DISTRICT USE ONLY

Disposal Via: Online Action Local Auction Salvage Other _____

Copy sent to Accounting on (date) _____ Acct Notified Mat. Center of Board Approval Date

Value less than \$100,000 Asst. Supt. Or Business Director Signature: _____

Greater than \$100,000: Gov. Bd. Approval Date: _____ Agenda#: _____

Deleted from GFA Listing ► By: _____ Date: _____