

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**INVENTORY REPORT \*\*\*TECHNOLOGY TRANSFER/DELETE\*\*\*\*-FORM 402T**  
 Use for ANY technology item

**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:**

Hard drive(s) removed and sent to IT Building

All useful parts removed

Chrome OS: Device deprovisioned

iPads: Find my iPad disabled (signed out of iCloud), device factory reset, serial numbers sent to IT

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

|                              |
|------------------------------|
| ATTACH BAR CODE STICKER HERE |
|------------------------------|

Technology Approval \_\_\_\_\_ Date: \_\_\_\_\_