

**TRANSFER**  
**WASHINGTON COUNTY SCHOOL DISTRICT**  
INVENTORY REPORT \*\*\***TECHNOLOGY TRANSFER FORM**\*\*\*\*  
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 ID #: \_\_\_\_\_

Make \_\_\_\_\_

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

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

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

Transferring Principal/Department Director Approval \_\_\_\_\_

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

**Section 2: To be completed by Receiving School / Location**

**TRANSFERRING TO:**

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

Receiving Location Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Pre-Transfer List**

Request to remove windows machine from AD email wcsdit\_ad@washk12.org

Remove Windows machine from fog

**Post - Transfer**

Re-image the machine.