

ASSET ROUTING CHART

ACQUISITION

TRANSFER

DISPOSAL

DELETE

FORM

EQUIPMENT ACQUISITION FORM (EAF)

FORM

EQUIPMENT TRANSFER LOG (ETL)

FORM

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

FORM

EQUIPMENT DELETION FORM (EDF)

This is for equipment bought with school funds or otherwise

1. Useable in system
2. Move between facilities/classrooms
3. Includes equipment to be held in surplus for auction or relocation

Authorizes disposal without Board action.

1. Unusable- No value to system
2. Dumped or offered to salvage vendor
3. Donated to non-profit organization

1. Lost/Stolen
2. No longer in system
3. Sold with Board approval
4. Returned to vendor

NOTE:
Use this method when the equipment is not processed via accounting and Central Receiving.

NOTE:
This insures accountability for both sender and receiver.

NOTE:
Must have photograph and signatures of parties.

NOTE:
This is completed after the item is no longer in the system. It does not authorize disposal.

ORIGINAL :
CENTRAL RECEIVING

ORIGINAL :
CENTRAL RECEIVING

ORIGINAL:
INVENTORY CONTROL OFFICER

ORIGINAL:
INVENTORY CONTROL OFFICER

- COPIES:**
1. PRINCIPAL
 2. ORIGINATOR

- COPIES:**
1. PRINCIPAL
 2. ORIGINATOR
 3. STAR CENTER (STORAGE)
 4. MAINTENANCE (IF NEEDED)

- COPIES:**
1. MAINTENANCE
 2. SCHOOL
 3. CENTRAL RECEIVING
 4. VENDOR

- COPIES:**
1. PRINCIPAL
 2. ORIGINATOR