

Center Point Independent School District
Fixed Asset Deletion/Transfer Request

Deletion: []	Transfer: []
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Campus/Location: _____ Date: _____

Requested By: _____
(Signature of person requesting)

Approved By: _____
(Signature of Administrator)

Received: _____ Date: _____
(Signature of Fixed Asset Manager)

CPISD Tag #	From	Description of Item	Serial #	To No.	Code**

****DELETION CODES: B-BURGLARY D-DISASSEMBLED FOR PARTS T-TRADE-IN N-NO LONGER USABLE**
 When "N" is the Code – Send Maintenance Work Order for Proper Disposal
AFTER TRANSFER HAS BEEN COMPLETED, RECEIVER WILL SIGN REQUEST FORM AND RETURN TO FIXED ASSET MANAGER