FORM PC-2 **"Pre-printed number"**

HOUSTON INDEPENDENT SCHOOL DISTRICT
PROPERTY/EQUIPMENT TRANSFER

PLEASE TYPE OR PRINT

THE EQUIPMENT DESCRIBED HEREIN IS AUTHORIZED FOR TRANSFER

FROM:
CAMPUS or DEPARTMENT#:_____

SCHOOL OR DEPT NAME:_____

ROUTE #_____ PHONE #_____

ATTN: _____

TO:
CAMPUS or DEPARTMENT #:_____

SCHOOL OR DEPT NAME:_____

ROUTE #_____ PHONE #_____

ATTEN: _____

DISPOSITION CODE *Indicate if the item is: **U** – Use/As is **R –** Repairable/Refurbish **S** – Scrap/Recycle(Not Repairable)

**Attach copy of school or department SAP fixed asset inventory page that includes the item on the PC-2 list. Write the PC-2 item number beside the item on the fixed asset inventory page.

**ITEM NO.	QTY.	PROPERTY TAG NUMBER	DESCRIPTION	MODEL NO.	MANUFACTURER'S SERIAL NUMBER	*DISP. CODE	DO NOT USE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TRANSFER APPROVED BY:_____ _____ _____
Authorized Signature Printed Name Date

EQUIPMENT RECEIVED BY:_____ _____ _____
Driver's Signature Printed Name Date

_____ _____ _____
Authorized Signature-Final Destination Printed Name Date

COMMENTS: _____

_____

_____

Briefly describe in "Comments" the nature and scope of repairs to be made or other pertinent information related to the fixed asset.

Copy Distribution: **White (Original)** – Property Management(sent by final destination)
Green – Property Management (to be sent by releasing school or department immediately after pickup of items with signature of school or department head and driver signature and inventory page copy**)
Canary – Releasing school, department or Furniture Services
Pink – Receiving school, department or Furniture Services
Goldenrod – School or department upon initial request to move items