



HOW TO FILL OUT THE HOUSTON INDEPENDENT SCHOOL DISTRICT ASSET TRANSFER FORM (PC2)

PLEASE NOTE THAT ONLY PROPERLY COMPLETED FORMS WILL BE PROCESSED.

Open the E-PC2 form from the Houston ISD's Furniture Services Website.

When the form is opened you will see 2 tabs at the bottom of the Excel Spreadsheet **PC2Form** and **ITEM(S)LIST**

Begin at the **PC2Form** tab by entering your Campus/Department TEA number in the **yellow** box under **FROM:**

The information for your Campus/Department should auto populate. *If the information does not auto populate check to insure you have the correct TEA number and correct it, if the information still does not auto populate manually enter your Campus/Department information.

You will need to **complete all yellow fields** on this page by entering in a contact person who will be knowledgeable of the items to be transferred, their location and a phone number they can be reached at, should the Furniture Services Staff need to contact them in regards to the transfer. Please be sure to provide the Location where the items are being stored as well as any vital information that may be needed in the transferring of items in the **COMMENTS** Section.

Once all fields are completed scroll down to the bottom and enter your name, your employee ID number and the date which you are completing this form in the appropriate **yellow** fields **PLEASE NOTE THAT ONLY PROPERLY COMPLETED FORMS WILL BE PROCESSED.** Proceed to **ITEM(S) LIST** Tab

Item No.	Qty.	Description	HISD Property Tag Number	Manufacturer	Model Number	Manufacturer's Serial Number
1	25	TECHNOLOGY/ELECTRONICS- KEYBOARD	N/A	N/A	N/A	N/A
2	1	TECHNOLOGY/ELECTRONICS- CPU	1001011768	HP	d9c26up8aba	mx132720bp

Once you are in the **ITEM(S)LIST** Tab begin by entering the Quantity of the items you are entering and then the Description, there is a drop down box where you can choose which item(s) you are listing from. *Keyboards/Mice/Student Desk etc. which **DO NOT** have an HISD Property tag can be grouped. Item(s) that contain information such as a HISD Property tag (CPU/Monitor/Food Service Equipment etc.) must be individually marked. **YOU WILL NEED TO COMPLETE ALL YELLOW FIELDS, DO NOT LEAVE ANY BLANKS SPACES! IF THERE IS NO INFORMATION AVAILABLE PLACE NONE OR N/A IN THE BLANK SPOT. PLEASE NOTE THAT ONLY PROPERLY COMPLETED FORMS WILL BE PROCESSED.**

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Next you will enter the HISD Property Tag/Manufacture/Model/Serial Number if available. When entering the HISD Property Tag/Serial Information for the item(s) you are requesting to be transferred you can manually type them in or scan them directly into the Excel sheet using your barcode scanning device. **Once all of the items you wish to be transferred are listed save the file under your Campus/Department name and the transaction number. Example:**

YOURCAMPUS87401011412345.xlsm Once you have saved the District Asset Transfer Form (PC2) email the form in its original format (.xlsm) to PC2Request@houstonisd.org with the subject as the same name which you saved your file (YOURCAMPUSNAME87401011412345) The Transaction Number can be located in the PC2Form Tab on the top right corner in grey. ***DO NOT SEND using any other extension as these forms will not be processed (NO .PDF .DOC.JPEG etc.) Please note that only properly completed forms will be processed.**

You will receive a confirmation email at the receipt of your transfer within 24-48 hours with information in regards to your scheduled transfer date.