



## PROPERTY MANAGEMENT DEPARTMENT TRANSFER OF PROPERTY

Sign & send to [propertymanagement@leonschools.net](mailto:propertymanagement@leonschools.net)  
when completed to permanently remove equipment from your inventory

Transferred By: \_\_\_\_\_ Phone #: \_\_\_\_\_  
*Person's Name*

From: \_\_\_\_\_ Cost Center #: \_\_\_\_\_  
*School or Department Name*

Reason: \_\_\_\_\_

☐ A. Transfer to Property Management

☐ B. Transfer to another school/department \_\_\_\_\_  
*School or Department Name / Cost Center # Bldg/Room#:*

| Qty   | PC Number | Serial Number | Description |
|-------|-----------|---------------|-------------|
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |
| _____ | _____     | _____         | _____       |

TRANSFERRED BY:

\_\_\_\_\_  
Person Requesting Transfer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transfer Approved By:  
(\*\*\*Principal/Administrator Signature)

\_\_\_\_\_  
Date

RECEIVED BY: (*denotes receipt only*)

\_\_\_\_\_  
Signature Of Receiving Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Of Person Signed Form Left With

\_\_\_\_\_  
Date

**\*\*\*Transferring Principal/Administrator certifies that the computer  
hard drives have been cleaned (DBANNED), drilled or removed.**