

# BLOOMINGTON INDEPENDENT SCHOOL DISTRICT 271

## *Fixed Asset Transfer or Disposal Form 3440*

Date: \_\_\_\_\_

Sending School: \_\_\_\_\_

Present Fixed Asset Location: \_\_\_\_\_

\* Sending Principal: \_\_\_\_\_ XX

Item requested By: \_\_\_\_\_

Receiving: *(Complete One)*  
 Principal/School                      or  
 Director IMC/BEC                      or  
 Electronic Tech./BEC                      \_\_\_\_\_ XX

Trucking:  
 Charge to Budget Code: \_\_\_\_\_

Approved By:  
 Assistant Superintendent              or  
 Director Support Services              or  
 Food Service Director                      \_\_\_\_\_ XX

Fixed Assets: \_\_\_\_\_ XX

Authorized to be trucked by  
 Buildings and Grounds: \_\_\_\_\_ XX

Moved by Trucker: \_\_\_\_\_ XX

Date: \_\_\_\_\_

\* *The following items are recommended for removal from this building or department:*  
 XX *Signature or initials.*

**RECOMMENDATION:**

- JUNK
- DISPOSAL BY ELECTRONIC TECHNICIAN (ALL AV EQUIPMENT)
- SWAP LIST
- SALE: SELL ACCORDING TO POLICY 3261
- TRADE FOR NEW
- LOST OR STOLEN
- OTHER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F.A. FORM 3340 ADDENDUM MAY BE ATTACHED IF MORE THAN 6 ITEMS LISTED.**

Quantity	Fixed Asset # Category-Item	New F.A Location	Description (size, color, model, etc.)	Manufacturer & Serial Number
1.				
2.				
3.				
4.				
5.				
6.				

**NOTE:** *This six-part form should remain intact until signed by the Fixed Assets Department. Fixed Assets will dispense copies to appropriate departments.*

- COPIES:**
- 1. Fixed Assets -- Original (White)
  - 2. Trucking and Equipment Department -- File (Blue)
  - 3. Trucking and Equipment Department -- Trucker (Green)
  - 4. Destination -- (Receiving) (Canary)
  - 5. Originator -- (Sending) (Goldenrod)
  - 6. Fixed Asset Accounting (when transfer completed) (Pink)

**THIS FORM IS NOT TO BE USED FOR TEMPORARY TRANSFER OF EQUIPMENT FOR REPAIR.**