

DENVER PUBLIC SCHOOLS EQUIPMENT ACTIVITY REQUEST

1. SCHOOL/ DEPARTMENT:	2. SITE CODE:	3. DATE:	4. SCHOOL/DEPT DOCUMENT #	5. FAD DOC #	
6. BAR CODE # or indicate N/A if no Bar Code Label	7. ITEM DESCRIPTION	8. MAKE	9. MODEL NUMBER	10. SERIAL NUMBER	11. SERVICEABLE? YES OR NO
12.					
13.					
14.					
15.					
16.					

PLEASE CHECK TRANSACTION

17. Transfer: To: _____ **18.** Requires Warehouse Action: _____ Please Circle
YES NO

19. For Retirement or Disposal **20.** Stolen: Police Case #: _____ Date: _____
(Note: Attach Copy of Police Report to EAR)

21. Bar Code Request: **a.** New Purchase/PO#: _____ Credit Card/Vendor Invoice # _____
b. Bar Code Labeled by Mistake: _____ attach bar code labels

22. Warranty Replacement PO #: _____ attach bar code labels

23. Remarks: _____

24. School/Department Point of Contact and Phone Number: _____

25. Approved by: _____

Printed Name-Principal/Department Head
Signature
Date

26. Received by: _____

Printed Name
Signature
Date

27. Delivered by and Date: _____

28. Please inter-office mail to: Fixed Assets Department/Service Building or fax (720) 423-5629. Please do not fax EARs with bar code or other attachments. For Warehouse questions call (720) 423-5653 or the Fixed Assets Department at (720) 423-5665. Please retain a copy for your records.

Note: This form is intended for permanent transactions only.

29. TO BE COMPLETED BY THE FIXED ASSETS DEPARTMENT

Transaction entered into records by: _____ Date: _____

