



school services

EQUIPMENT TRANSFER CHECKLIST

Applies to ANY equipment being transferred for more than 24 hours

- ☐ Giving Manager email Bill – copy Receiving Manager
 - ☐ Equipment ID Number
 - ☐ Last 8 of VIN
 - ☐ Where equipment going
 - ☐ Why transferring
- ☐ Receiving Manager complete Transfer Form
- ☐ Receiving Manager send Transfer Form to Bill Drummer via text, email or fax (have 24 hours from receipt of equipment to send form)
 - ☐ Notify Giving Manager that form was sent to Bill
- ☐ Equipment returned to Giving Manager
 - ☐ Receiving Manager email Bill & Giving Manager of return
 - ☐ Equipment ID Number
 - ☐ Last 8 of VIN
 - ☐ Date equipment being returned
 - ☐ Equipment cleaned and serviced before return

RETURN FORM TO BILL DRUMMER VIA EMAIL, FAX OR TEXT