



Buffalo Public Schools  
 Asset Transfer Request  
**FOR AUCTION ONLY**

DATE: \_\_\_\_\_

Please complete this form for requests of District asset transfers for Auction.

All District Assets to be auctioned must be approved and signed for by the appropriate Department Head/Supervisor.

Please include the Make/Model, BPS Tag# and Serial Number on the Asset, if available.

This completed form can then be forwarded to Service Center Dispatch Supervisor and the Audit Inspector, Room 818.

**SCHOOL LOCATION:** \_\_\_\_\_

**ROOM#/DEPARTMENT:** \_\_\_\_\_

Quantity of Item(s)	Description of Item- Make/Model	Serial Number	BPS Tag #, if applicable	Circle Reason(s) to Auction
				Obsolete/Old Broken/Repairs exceed value Other: _____
				Obsolete/Old Broken/Repairs exceed value Other: _____
				Obsolete/Old Broken/Repairs exceed value Other: _____
				Obsolete/Old Broken/Repairs exceed value Other: _____
				Obsolete/Old Broken/Repairs exceed value Other: _____
				Obsolete/Old Broken/Repairs exceed value Other: _____

	COMPLETE	INCOMPLETE
DELIVERED BY		
RECEIVED BY		
DATE		

\_\_\_\_\_ REQUESTED BY

\_\_\_\_\_ APPROVED BY