

**EQUIPMENT LOANED/PREMANENT TRANSFER/RETIREMENT**

Complete the form in its entirety. Include the make, model, and serial number in the description area. Put the form with the item and call the Warehouse to have the item picked up. It will be scheduled as soon as time permits.

Large items (pianos, copiers, etc.) cannot be picked up by the District delivery driver. Large items will need 3-4 men to pick up. The Maintenance Department may be able to assist or we will find an alternative.

