

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
Equipment Transfer Form - BU-133

**ET**

From: \_\_\_\_\_ To: \_\_\_\_\_

Permanent ☐ Temporary ☐

SAP Plant Maintenance Number

- Instructions:
1. Please type and complete the form.
  2. List items until you run out of room, then attach a typewritten list of additional items.
  3. Pull the goldenrod copy and keep it for your records.
  4. Send the equipment transfer to Inventory.

Quantity	Name and Description	District No.	Serial No.	Additional Comments

Site Manager Approval **X** \_\_\_\_\_

Date Prepared \_\_\_\_\_

Inventory Approval \_\_\_\_\_

**This portion is to be signed at the time of pickup/delivery:**

Released By: \_\_\_\_\_

Received By: \_\_\_\_\_

Delivered By: \_\_\_\_\_

**White** - When completed return to Inventory Control  
BU-133 (Rev. 7-03)

**Canary** - Receiving Site

**Pink** - Inventory

**Goldenrod** - Original Site