

Request to transfer computer

<i>TO BE COMPLETED BY PERSON WHO IS PREVIOUS USER OF THE COMPUTER OR THEIR SUPERVISOR</i>	
Name	
Computer previously used for:	
Funding source of computer purchase:	
Computer:	
Brand	
Model	
Serial Number	
Asset Number	
Recommended future use of computer	
Reason for recommendation	
Signature	
Date	
<i>TO BE COMPLETED BY HEAD OF SCHOOL</i>	
Computer to be transferred to:	
Computer to be sold and funds raised allocated to*:	
Computer no longer fit for use**	
Signature	
Date	

*** Finance Officer to organise tender process**

**** Finance Officer to organise disposal**