

### Notification/Request of Inventoried Professional-Technical Equipment

Notification (or Request) is hereby made to the State Division of Professional-Technical Education by School District No. \_\_\_\_\_, \_\_\_\_\_ that the following inventoried  
(Name of School District)

Professional-Technical equipment issued to the \_\_\_\_\_ Program at  
(Name of Program)  
\_\_\_\_\_  
(Name of School)

- \_\_\_\_\_ Has been lost/stolen (include law enforcement notification or other explanation)
- \_\_\_\_\_ Is no longer needed or being used by the recipient: \_\_\_\_\_ poor condition \_\_\_\_\_ out of date
- \_\_\_\_\_ Is being used in another Professional-Technical program in the school
- Indicate which program: \_\_\_\_\_  
(Name of Program/Program ID #)
- \_\_\_\_\_ Has been transferred to another School: \_\_\_\_\_  
(School and Program ID #)
- A Transfer of Property Form has been completed and returned: \_\_\_\_\_ yes \_\_\_\_\_ no
- \_\_\_\_\_ Other: (Please Explain) \_\_\_\_\_

**IDENTIFICATION OF PROFESSIONAL-TECHNICAL EQUIPMENT:** (May attach a separate page or Inventory List with notes)

<u>Prof-Tech Ed Inv. #</u>	<u>Item Description</u>	<u>Serial #</u>	<u>Purchase Date</u>
----------------------------	-------------------------	-----------------	----------------------

\_\_\_\_\_  
Authorized School Official (Signature) \_\_\_\_\_  
Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Division Approval \_\_\_\_\_  
Date