

**SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
EQUIPMENT INVENTORY SYSTEM  
ACQUISITION / TRANSFER / DISPOSAL  
(circle one above)**

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**ASSET ACQUISITION**

*The blue copy of the purchase order must be stapled to this form*

Location acquiring asset:  
(See location list on back) \_\_\_\_\_

Purchase order number: \_\_\_\_\_

Tag number (attached to this form): \_\_\_\_\_  
Asset Description: \_\_\_\_\_

Asset Serial Number: \_\_\_\_\_ Model No: \_\_\_\_\_

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

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**ASSET TRANSFER**

*Transfer of asset from one location to another*

Tag number: \_\_\_\_\_ Description: \_\_\_\_\_

Location transferring from: \_\_\_\_\_ Location transferring to: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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**ASSET DISPOSAL**

*Requesting authorization of the Superintendent to dispose of asset.*

Location disposing of asset/Tag number: \_\_\_\_\_

Description: \_\_\_\_\_

Asset Serial Number: \_\_\_\_\_ Model No: \_\_\_\_\_

Reason for / method of disposal: \_\_\_\_\_

Purchaser name / amount (if any): \_\_\_\_\_

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Rejected

**Form Routing: 1) Superintendent for approval      2) Inventory/Fiscal for processing**

**SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
LOCATION LIST**

Rev. 06/19/2007

**CLINTON COUNTY ESC**

<u>L. Category / Room Number</u>	<u>Description</u>
CLIN 104A	SECRETARIAL -- RECEIPT/SECR. SUITE
CLIN 104B	SECRETARIAL -- SPECIAL PROJECTS
CLIN 104C	SECRETARIAL -- ADMIN. ASSIST.
CLIN 104D	SECRETARIAL -- CURRICULUM
CLIN 105A	FISCAL OFFICE
CLIN 105B	HUMAN RESOURCE
CLIN 106	TREASURER OFFICE
CLIN 107A	SPECIAL EDUCATION - SUPERVISOR
CLIN 107B	ENTRY YR OFFICE - SUPERVISOR
CLIN 107C	GIFTED SUPERVISOR
CLIN 107D	CURRICULUM SUPERVISORS
CLIN 108	SUPERINTENDENT
CLIN 109	ASSISTANT SUPERINTENDENT
CLIN 124A	TECHNOLOGY OFFICE
CLIN TFL	FLOATING TECHNOLOGY
CLIN 124B	MEDIA CENTER OFFICE & LIBRARY
CLIN MFL	FLOATING MEDIA CENTER
CLIN CONF	CONFERENCE ROOM
CLIN LOUN	LOUNGE / HALL
CLIN 140	STORAGE/MEETING ROOM

**HIGHLAND COUNTY ESC**

<u>L. Category / Room Number</u>	<u>Description</u>
HIGH 001	ACE OFFICE
HIGH 002	ESC WORKROOM
HIGH 003	T.A.G. OFFICE
HIGH 004	SECRETARY OFFICE
HIGH 005	SUPERVISOR OFFICE
HIGH 006	SPECIAL ED. COORDINATOR
HIGH 007	SBH SST OFFICE
HIGH 009	CONFERENCE ROOM
HIGH 010	HIGHLAND COUNTY LOBBY
HIGH 020	HIGHLAND COUNTY ATTIC
HIGH 999	MOBILE -- TRAVELING STAFF

**ALTERNATIVE CENTER**

<u>L. Category / Room Number</u>	<u>Description</u>
ALTN 009	AUTH. STAFF - STORAGE
ALTN 010	BOOKROOM
ALTN 011	COUNSELOR OFFICE
ALTN 012	CLASSROOM B
ALTN 013	OFFICE
ALTN 014	CLASSROOM A
ALTN 015	CLASSROOM C
ALTN 015A	STORAGE VAULT
ALTN 016	KITCHEN
ALTN 017	HALLWAY
ALTN 9003	THROUGHOUT

**OTHER**

<u>L. Category / Room Number</u>	<u>Description</u>
BLAN 001	BLANCHESTER GIFTED CLASSROOM
BRIG 001	ELEMENTARY M.H. CLASSROOM
BRIG 002	MIDDLE SCHOOL MH CLASSROOM
BRIG SPTH	HC/BR-LOCAL/SP.THERAPIST
CMAS 001	C.MASSIE GIFTED CLASSROOM
ECLI 001	E.CLINTON GIFTED CLASSROOM
FAYC 001	MIAMI TRACE BOE OFFICE (FAY.CO.)
FAIR SPTH	HC/FAIRFIELD/SP.THERAPIST
LYNC SPTH	HC/LYNCHBURG/SP.THERAPIST
PSHD 001	HILLS AND DALE PRESCHOOL
SMIT 001	SMYTH AUTOMOTIVE -- MEDIA CENTER