



**DENVER PUBLIC SCHOOLS**  
**Fixed Assets Department**  
**Enterprise Management**  
**EQUIPMENT ACTIVITY REQUEST FORM**



1. SCHOOL/DEPARTMENT:				2. SITE CODE:	3. DATE:	4. SCHOOL/DEPT DOCUMENT #	
5. BAR CODE # or indicate N/A if no Bar Code Label	6. ASSET NUMBER	7. RECOVERABLE COST	8. ITEM DESCRIPTION	9. MAKE	10. MODEL NUMBER	11. SERIAL NUMBER	12. SERVICEABLE? YES OR NO

**PLEASE CHECK TRANSACTION**

Please Circle

13. Transfer: To: \_\_\_\_\_

14. Requires Warehouse Action? YES NO

15. For Retirement or Disposal ? \_\_\_\_\_

16. Stolen: Police Case #: \_\_\_\_\_ Date: \_\_\_\_\_  
(Note: Attach Copy of Police Report to EAR)

17. Barcode Request:

a. New Purchase/PO #

Credit Card/Vendor Invoice # \_\_\_\_\_

b. Barcode Labeled by Mistake:

\_\_\_\_\_ Attach Barcode Labels

18. Warranty Replacement PO #: \_\_\_\_\_

19. Remarks: \_\_\_\_\_

20. School/Department Point of Contact and Phone Number: \_\_\_\_\_

21. Requested by: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature Date

22. Approved by: \_\_\_\_\_  
Printed Name-Principal/Department Head

\_\_\_\_\_  
Signature Date

23. Delivered by and Date: \_\_\_\_\_

24. Please email to your Fixed Asset Representative, or fax (720) 423-5629. Please do not fax EARs with bar code or other attachments. For questions contact the Fixed Assets Department at (720) 423-5654. Please retain a copy for your records.

**Note: This form is intended for permanent transactions only.**

**25. TO BE COMPLETED BY THE FIXED ASSETS DEPARTMENT**

Transaction entered into records by: \_\_\_\_\_ Date: \_\_\_\_\_