### Fixed Assets
**Enterprise Management Department**  
**Denver Public Schools**  
**Equipment Activity Request Form**

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**Please Check Transaction**

17. Transfer To: ____________________________  18. Requires Warehouse Action:  
☐ Yes  ☐ No

19. For ☐ Retirement  ☐ Disposal  20. Stolen: Police Case #: __________ Date: __________  
*(NOTE: Attach Copy of Police Report to EAR)*

a. New Purchase/PO #: __________ Credit Card/Vendor Invoice #: __________  
b. Bar Code Labeled by Mistake attach bar code labels

22. Warranty Replacement PO #: __________

23. Remarks: ____________________________

24. School/Department Point of Contact and Phone Number: ____________________________

25. Approved by:  

   Printed Name-Principal/Department Head  Signature  Date

26. Received by:  

   Printed Name  Signature  Date

27. Delivered by and Date: ____________________________

28. Please inter-office mail to: Fixed Assets Department 2320 West 4th Ave, Denver Colorado 80223 or fax to (720) 423-5629. Please do not fax EARs with bar code or other attachments. For Warehouse questions call (720) 423-5665. Please retain a copy for your records.  
**Note:** This form is intended for permanent transactions only.

29. TO BE COMPLETED BY THE FIXED ASSETS DEPARTMENT

Transaction entered into records by: ____________________________ Date: __________