The following Asset Management forms mentioned in DID – R are all available on TUSD’s Facilities Management Department Intranet Website at http://intranet/facmgt/asset_forms.html:

**Capital Equipment Disposal Request**  
(Form #660)  
Utilized by all sites to pick up equipment for evaluation by the appropriate Facilities Management Shop.

**Equipment Delivery Receipt**  
Utilized by Property & Furniture Control and other Facilities Management Shops to document the delivery of new furniture and equipment.

**Equipment Donation Form**  
Utilized by all sites to process gifts and donations of furniture or equipment to the district by outside sources or organizations.

**New and Additional Furniture Form**  
Utilized by all sites to add verified items that are not on the current inventory listing.

**Physical Inventory**  
Utilized by all sites to document all items physically verified.

**Project Code Descriptions**  
Utilized by all sites to separate the inventory listing by projects & departments.

**Property Loss / Disposal / Transfer Report**  
Utilized by all sites to document assets that are traded, transferred, lost, destroyed, obsolete, surplus, or repaired and returned.

**Theft and Damage Report**  
Utilized by all sites to document vandalism, fire, wind or rain damage, burglary or theft. Theft reports must include a Police Case Number per incident.