

IN-SCHOOL FURNITURE OR EQUIPMENT TRANSFER REQUEST

DATE _____

REQUESTED BY _____

(PREPARE IN TRIPLICATE: - 1 - COPY FOR REQUESTER - 1 - INVENTORY SITE MANAGER - 1 BUSINESS SERVICES)

DESCRIPTION OF ITEM	COUNTY NUMBER	SERIAL NUMBER	PRESENT LOCATION FISH # OF ROOM	TRANSFERRED TO

USE THIS FROM WHEN PROPERTY IS TRANSFERRED WITHIN A SCHOOL.

IN-SCHOOL FURNITURE OR EQUIPMENT TRANSFER REQUEST

DATE _____

REQUESTED BY _____

(PREPARE IN TRIPLICATE: - 1 COPY FOR REQUESTER - 1- INVENTORY SITE MANAGER-1-BUSINESS SERVICES)

DESCRIPTION OF ITEM	COUNTY NUMBER	SERIAL NUMBER	PRESENT LOCATION FISH # OF ROOM	TRANSFERRED TO

USE THIS FROM WHEN PROPERTY IS TRANSFERRED WITHIN A SCHOOL.