

REQUEST FOR TRANSFER OF EQUIPMENT & FURNITURE

Building/School: _____

Date: _____

FOR TRANSFERS: Please complete this form if you are requesting to move item(s) or comparable replacement(s) to a different location.

FOR STORAGE/AUCTION: Will be determined by the business office if storage or auction are viable options.

No.	Item	Serial #:	ID Tag #:	Transfer To:	Stored At:	Sold @ Auction	Date of Auction

Location of Furniture: _____

Request Made By: _____
(Principal/Supervisor/Department Head) _____
Date

Approved: _____
(Asst. Supt. of Business & Finance) _____
Date

Date of Pickup: _____

Received By: _____

PLEASE RETURN COMPLETED FORM TO BUSINESS OFFICE

