

EQUIPMENT/FURNITURE TRANSFER RECORD

PROPERTY TAG #	ITEM DESCRIPTION	TRANSFERRED TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Person Requesting Transfer _____ Date _____

Principal Approval of Transfer _____ Date _____

Processed Inventory Control By _____ Date _____

FOR THE PURPOSE OF INVENTORY CONTROL –

NO EQUIPMENT/FURNITURE CAN BE MOVED FROM YOUR CLASSROOM UNLESS YOU HAVE COMPLETED A TRANSFER RECORD FORM WITH ADMINISTRATION APPROVAL.