

Fax To: Food Services

Fax # : 398-5001

### **Inventory Transfer Form**

Date: \_\_\_\_\_

Sending Cafeteria: \_\_\_\_\_

Receiving Cafeteria: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_

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Item Description: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_

Sending Manager's Signature: \_\_\_\_\_

Receiving Manager's Signature: \_\_\_\_\_

**\*All parts of this form are to be filled out completely. Both managers' signatures are needed in order to verify the transfer. Once completed, **receiving manager** is to fax immediately to 398-5001. We will transfer the item over as quickly as possible.\***

