



## Inventory Transfer Record

The building level Principal must PRE-APPROVE all transfers.

Principal's Signature \_\_\_\_\_

Check one:

- |                                    |                                  |                                   |
|------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Lost      | <input type="checkbox"/> Retired | <input type="checkbox"/> Sold     |
| <input type="checkbox"/> Relocated | <input type="checkbox"/> Stolen  | <input type="checkbox"/> Recycled |

Date of Report: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

Barcode # on Item: \_\_\_\_\_

Moved From:

Moved To:

Campus: \_\_\_\_\_

Campus: \_\_\_\_\_

Barcode # on Door \_\_\_\_\_

Barcode # on Door \_\_\_\_\_

Reason for Transfer:

\_\_\_\_\_

\_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_