

# OSD WAREHOUSE MATERIAL TRANSFER REQUEST

*USE SEPARATE MTR FORM(S) FOR OSD TAGGED ITEMS AND NON-TAGGED ITEMS (do not mix items on the same form)*

School/Dept. \_\_\_\_\_

Date \_\_\_\_\_

Destination: From \_\_\_\_\_ To \_\_\_\_\_

**Instructions:** Use this form to request transportation of furniture, equipment or boxes that may be too heavy or in such quantity that delivery cannot be made on the daily mail run. All Furniture and Asset requests must have Site Administrator Approval. ALL FIXED ASSET OR OSD TAGGED EQUIPMENT MUST BE LISTED ON AN INDIVIDUAL FORM(S) AND MUST INCLUDE DISTRICT ID NUMBERS AND/OR SERIAL NUMBERS. *This request will be returned to your site if it does not contain complete information and signatures.*

CHECK ONE:  Permanent Transfer       Temporary Loan

Quantity Sent or Requested	Article & Description <i>List only one item per line</i>	**OSD Control Tag No. and/or Serial No.	x Select Item Condition		
			Working	Not Working	Beyond Repair
1.		OSD # S/N #			
2.		OSD # S/N #			
3.		OSD # S/N #			
4.		OSD # S/N #			
5.		OSD # S/N #			
6.		OSD # S/N #			
7.		OSD # S/N #			
8.		OSD # S/N #			
9.		OSD # S/N #			
10.		OSD # S/N #			
11.		OSD # S/N #			
12.		OSD # S/N #			
13.		OSD # S/N #			

ADMINISTRATOR SIGNATURE \_\_\_\_\_ ADMINISTRATOR TITLE (Print) \_\_\_\_\_

*Note: All Furniture & Assets requests must have Site Administrator Approval and Title or they will be denied and returned.*

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_