

TOOELE COUNTY SCHOOL DISTRICT

Building Transfer Form



NAME: _____

Please follow these guidelines for all transfers:

Instructions: Fill out Old Location and New Location information. After being signed by the building administrator, make two (2) copies (one copy stays with the items you want to be transferred, and the other must be sent to Warehouse 649).

The transfer form must stay with the items you want to be transferred.

Table with 2 columns: Qty, Description. Multiple empty rows for data entry.

- The warehouse will only provide two pallets and forty (40) banker boxes per teacher to move to another location within the district.
Suggestions for stacking boxes on pallets- Please ensure the boxes don't hang off. Please stack the heaviest boxes first with the lightest boxes on top. Ensure all bulk items are neatly stacked within the pallet. Please don't stack the boxes higher than six feet tall.

Old Location

New Location

School /Department Room #

School /Department Room #

Employee Signature: _____

Date: _____

Administrator Signature: _____

Date: _____