



San Benito Consolidated Independent School District

2001 UTEX DRIVE * San Benito, TX 78586 * (956) 361-6380 * Fax (956) 361-6388

Equipment / Furniture Transfer

WORK ORDER NO. _____

FROM: _____	MADE BY: _____	DATE SENT: _____
TO: _____	PICKED UP BY: _____	DATE: _____
VIA: _____	REC'D BY: _____	DATE REC'D: _____

QTY.	DESCRIPTION	INVENTORY/BARCODE NO.	SERIAL NUMBER

REASON FOR TRANSFER

PLEASE INDICATE BY CHECKING APPROPRIATE BOX:

☐

PERMANENT TRANSFER

☐

TO BE JUNKED (AUCTION)

☐

OTHER

COMMENTS: _____

