

Property Management Inventory Transfer Form

To: _____

From: _____

Recorded by: _____

Date: _____

Authorized by: (Print) _____ (Signature) _____ Date: _____

Received by: (Print) _____ (Signature) _____ Date: _____

Qty.	Fund Source	Description	PSJA Tag #	Barcode #	Serial Number

NOTE: If items were purchased with Federal Funds, approval from the Federal Director is required prior to submitting this form to Property Management.

This form must be emailed to propertycontrol@psjaisd.us

FEDERAL FUND APPROVAL PROCESS: ☐ Approved ☐ Not Approved

Federal Director's Signature: _____ Date: _____

START COLLEGE NOW! COMPLETE EARLY! GO FAR!