

TRANSFER OF DISTRICT EQUIPMENT

The following items of supplies or equipment will be transferred:

INVENTORY TAG NUMBER	ITEM DESCRIPTION	BUILDING FROM	ROOM FROM	BUILDING TO	ROOM TO

I approve the transfer of the above items and I request that these items be deleted from my inventory.

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\_\_\_\_\_

Principal/ Inventory Clerk

Date

I approve of the transfer of the above items and I request these items be added to my inventory.

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\_\_\_\_\_

Principal/ Inventory Clerk

Date

\_\_\_\_\_

\_\_\_\_\_

Principal/ Inventory Clerk

Date

\_\_\_\_\_

\_\_\_\_\_

Principal/ Inventory Clerk

Date

Adopted: August 9, 1974  
 Revised: March 18, 2004  
 Revised: December 12, 2006