

City of Baker School Board

PROPERTY TRANSFER FORM

This form is required to transfer equipment from a department's moveable equipment inventory. Please complete all information required and forward to School Property Coordinator, if an internal transfer or Property Control Manager, if an external transfer.

TYPE OF TRANSFER	
(Please check one)	
<input type="checkbox"/> Internal Transfer (Please complete Sections 1 and 2)	<input type="checkbox"/> External Transfer (Please complete Sections 1 and 3)

SECTION 1 DATA ON EQUIPMENT BEING TRANSFERRED
Tag No. _____ Make: _____ Serial No.: _____ Description of Property: _____

SECTION 2 INTERNAL TRANSFER LOCATIONS	
TRANSFERRING DEPARTMENT	RECEIVING DEPARTMENT
Department _____	Department _____
Bldg No. _____ Room No. _____	Bldg No. _____ Room No. _____
Custodian: _____	Custodian: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

SECTION 3 EXTERNAL TRANSFER LOCATIONS	
TRANSFERRING LOCATION	RECEIVING LOCATION
Department _____	Department _____
Bldg No. _____ Room No. _____	Bldg No. _____ Room No. _____
Custodian: _____	Custodian: _____
Signature: _____ Date: _____	Signature: _____ Date: _____