

Surplus Transfer Form

Person requesting transfer: _____ School: _____ Date: _____

Description & Amount of items:

Description/Amount: _____

Description/Amount: _____

Description/Amount: _____

Give this form to your day lead; day lead must contact Tulie, before an item can be transferred. A work order will be created, after approval for transfer.

Transfer from: School _____ Room _____

Transfer to: School _____ Room _____

Transport by: Self _____ W/O needed: _____

(day lead at *transferring* building will create a work order)

Email this form to Tulie (tulie.brown@raypec.org)

Date transfer is complete: _____

Signature of day/night lead in *transferring* building:

When transfer is complete, email this form to Tulie (tulie.brown@raypec.org)