

# PROPERTY TRANSFER

Pulaski County Special School District

\*Email: [awhite7320@pcssd.org](mailto:awhite7320@pcssd.org) or Fax: 501-490-5810\*

To: Alli White, Warehouse Coordinator

Date: \_\_\_\_\_

From: \_\_\_\_\_

School/Dept: \_\_\_\_\_

**Please transfer the following item(s):**

From: \_\_\_\_\_

*(School/bldg location)*

*(Room #)*

To: \_\_\_\_\_

*(School/bldg location)*

*(Room #)*

**Purpose of transfer (check one):**

Surplus

Transfer

Store

Other

## Items Transferred

Quantity	Asset Tag/ Property No.	Serial No.	Item Description	Misc Information

Original Location (signature) \_\_\_\_\_ Date \_\_\_\_\_

Approved by (signature) \_\_\_\_\_ Date \_\_\_\_\_

New location (signature) \_\_\_\_\_ Date \_\_\_\_\_

Picked up by (signature) \_\_\_\_\_ Date \_\_\_\_\_