Property to be Transferred

| | | | Transferred From: | | Transferred To: | |
|---------------------------|----------------|----|-------------------|--------|-------------------|---------------------|
| School ID # | Item Descripti | on | Building | Room # | Building | Room # |
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| | | | | | <u>Please Ini</u> | tial Completed Task |
| Person Transferring Items | | | Date | | Transferred: | |
| | | | | | | |
| Building Administrator | | | Date | | Entered in SUI: | |

^{***}Please print on Pink Paper***