TRANSFER OF PROPERTY

School District of Flagler County
P.O. Box 755, Bunnell, Florida 32110 Telephone: 386 437-7526

Circle One: Within Same School Between Schools Temporary Transfer*

Property Number	**Description**	**Transferred From:**			**Transferred To:**		
		School#	**Bldg#**	**Room#**	**School#**	**Bldg#**	**Room#**

Principal / Supervisor Releasing Property: _____ Date:_____

Principal / Supervisor Receiving Property: _____ Date:_____
(For Between Schools Transfers Only)

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*__TEMPORARY TRANSFER__

Estimated Date of Return: _____

Principal / Supervisor Acknowledging Return: _____Date: _____

Send Original To Finance Dept.
Make Copies for Each School Involved
Make Additional Copies for Acknowledgment of Return

THIS FORM MUST BE USED WHENEVER ANY INVENTORIED EQUIPMENT IS MOVED
(The only exception being when equipment is properly checked out of the Media Center)