

**Form: FA-4 Transfer of Property**

**Instructions: This form is to be used to permanently transfer property from one location to another. The form will be filled out by the Transferring location and provided to the Warehouse. The Warehouse driver will transport the item(s) to the new location. This form is not for temporary loans of equipment. (If the item has already been moved by a staff member – please indicate this so we don't send a driver out unnecessarily)**

**To: Warehouse Supervisor**

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

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

**The following property is being transferred FROM \_\_\_\_\_ (School)**

**TO \_\_\_\_\_ Room # \_\_\_\_\_**

CCS Asset # OR Item Serial #	DESCRIPTION (Include Quantity)

Transferring Principal/Director Signature: \_\_\_\_\_

Receiving Principal Signature: \_\_\_\_\_

Delivered By: \_\_\_\_\_