

**PROPERTY TRANSFER FORM**  
(Inventory Items Only)

To: Office of the Comptroller, Finance Office

From: \_\_\_\_\_  
Name of School

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

This is to notify you that the following equipment, which is subject to inventory rules, has been moved.

Description of Item	Model/Make/Serial Number	Equipment Tag Number	Moved to District Building

**School Equipment is Leaving**

Signed by Principal: \_\_\_\_\_

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

**School Receiving Equipment**

Signed by Principal \_\_\_\_\_  
(or designee)

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

Acknowledged by Comptroller \_\_\_\_\_