

Gregory-Portland Independent School District Property Transfer Request

Date: _____

Transferred from Campus: _____ Room#: _____ Department: _____

Transferred to ~ Campus: _____ Room#: _____ Department: _____

Reason for transfer: _____

Transfer Requested by: _____ Approved by: _____

Principal/Administrator/Supervisor

*Bar Code#	*Description, Model, Brand Name, Year, etc.	*Serial #

****These columns must be completed prior to submitting the request to the Maintenance Department.***

I certify that the items(s) listed above were delivered by me:

Signed: _____ Date: _____
Maintenance Department

I certify that I received the above items(s):

Signed: _____ Date: _____
Principal/Administrator/Supervisor

Instructions:

- *This form is initiated by the campus when furniture or equipment is to be traded in or transferred to another campus.
- *Upon completion of the transfer, send a copy of this form to the Business Office.