San Benito Consolidated Independent School District

240 N. Crockett * San Benito, TX 78586 * (956) 361-6380 * Fax (956) 361-6385

Equipment / Furniture Transfer

WORK ORDER NO._____

FROM: _____	MADE BY: _____	DATE SENT: _____
TO: _____	PICKED UP BY: _____	DATE: _____
VIA: _____	REC'D BY: _____	DATE REC'D: _____

QTY.	DESCRIPTION	INVENTORY/BARCODE NO.	SERIAL NUMBER

REASON FOR TRANSFER

PLEASE INDICATE BY CHECKING APPROPRIATE BOX:

☐ PERMANENT TRANSFER ☐ TO BE JUNKED (AUCTION) ☐ OTHER

COMMENTS: _____

_____

_____