



**MOUNTAIN VIEW SCHOOL DISTRICT
Inventory Transfer Form**

You must use an original NCR form that may be requested from Purchasing.

Requester: _____

Date _____

Please use this form when you move anything with an asset number from one location to another. This includes moving from one room to another at your site. Once complete, sign, date, keep a copy for yourself and forward the form to Purchasing.

	Site	Room/Department	Qty	Description	Manufacturer /Model	Serial Number	Asset Tag #
From							
To							
From							
To							
From							
To							
From							
To							
From							
To							
From							
To							
From							
To							
From							
To							
From							
To							

SAMPLE

Signature _____

Date _____

White: Purchasing

Canary: Receiver

Pink: Requester

DK 10/04/17