

**Alhambra School District
Property Control Transfer Form**

Date _____

Qty.	Description	Property Control No.	Serial No.

Form completed for paperwork purposes only-property was already transferred_____

Check One:

___ Transfer from location _____ to location _____

___ Transfer from location _____ to warehouse

___ Transfer from warehouse to location _____

Authorization Signature _____ Date _____

Receiving Signature _____ Date _____

Please email this completed form to the purchasing department.