

# TRANSFER REQUISITION **T**

BALTIMORE COUNTY  
PUBLIC SCHOOLS  
TOWSON, MD 21204

TRANSFER OF  
MATERIALS AND  
EQUIPMENT

School: \_\_\_\_\_

Street: \_\_\_\_\_

ZIP: \_\_\_\_\_ Tel: \_\_\_\_\_

District No. \_\_\_\_\_ School No. \_\_\_\_\_

Please transfer about: \_\_\_\_\_

Transfer Requisition Originated by \_\_\_\_\_ Date \_\_\_\_\_

Transfer from: \_\_\_\_\_ Transfer to: \_\_\_\_\_

QUANTITY	MATERIALS	PRESENT LOCATION IN BUILDING	SPECIFIC DESTINATION <small>Store Room - Room 9 - See Principal</small>

<p>Reviewed by Purchasing _____ Date _____</p>	<p>Account No. _____ Approved _____ Primary Account Manager</p>
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1. This requisition is for transfer of materials that are ready for immediate removal.
2. Do not use this requisition for transfer of items that are integral part of building.