

MONROE CITY SCHOOLS  
Monroe, Louisiana

PROPERTY TRANSFER SURPLUS STORAGE FORM

This form is used when property is being moved to MCS Storage Warehouse. A copy of form must be attached to equipment then submit original to Purchasing Department. Items may be delivered to the warehouse or warehouse department will pick up items.

The site transferring property is to complete and sign the top of this form.

The site receiving property is to complete and sign the bottom of this form; then forward to Mrs. Litta Goins in the Business Department.

Tag # \_\_\_\_\_ Serial #: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

From Room/Bldg.: \_\_\_\_\_ Assigned to: \_\_\_\_\_

Transferring Site: \_\_\_\_\_ Date: \_\_\_\_\_

Site Coordinator Signature: \_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_ Warehouse/Purchasing Dept.

Date: \_\_\_\_\_