



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
PROPERTY TRANSFER FORM**

MIS #209
REV. 12/16

Please follow the steps below to properly process the transfer.

- Step 1: Fill out all of the applicable boxes on the form.
- Step 2: Have the School Principal or Department Director electronically sign the form.
- Step 3: Click the E-mail button at the bottom to submit the form.

DATE: _____

FROM:

NAME AND TITLE OF PERSON COMPLETING FORM: _____

CONTACT TELEPHONE NUMBER: _____

COST CENTER NAME: _____

COST CENTER NUMBER: _____

SIGNATURE OF PRINCIPAL/DIRECTOR: _____

METHOD OF TRANSFER:

Distribution Services Pick-up

___ District Personnel Name: _____

TO:

COST CENTER NAME: _____

COST CENTER NUMBER: _____

LIST OF ITEMS

Bar Code ID	Detailed Description	Serial Number

RECEIVED BY:

NAME OF AUTHORIZED PERSON: _____

COST CENTER NUMBER: _____

COST CENTER NAME: _____

SIGNATURE OF AUTHORIZED PERSON: _____

TO BE COMPLETED BY DISTRIBUTION SERVICES (IF APPLICABLE):

DATE PICKED UP: _____

DRIVER'S SIGNATURE: _____

DATE DELIVERED: _____

DRIVER'S SIGNATURE: _____