



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

MIS # 209
Rev. 03/24

Please follow the steps below to properly process the transfer.

Step 1: Fill out each of the applicable boxes on the form.

Step 2: Have the School Principal or Department Director electronically sign the form. Step 3: Submit the form to propertycontrol@pasco.k12.fl.us once completed.

DATE: _____

FROM:

NAME AND TITLE OF PERSON COMPLETING FORM: _____

CONTACT TELEPHONE NUMBER: _____

COST CENTER NAME: _____

COST CENTER NUMBER: _____

SIGNATURE OF PRINCIPAL/DIRECTOR: _____

TO:

COST CENTER NAME: _____

COST CENTER NUMBER: _____

LIST OF ITEMS

BARCODE 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: _____