



## DISTRICT SCHOOL BOARD OF PASCO COUNTY PROPERTY TRANSFER FORM

MIS # 209  
Rev. 07/21

**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](mailto: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: \_\_\_\_\_

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**TO BE COMPLETED BY DISTRIBUTION SERVICES (IF APPLICABLE):**

DATE PICKED UP: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

DATE DELIVERED: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_