

2015-16

*INVENTORY TRANSFER FORM*  
*(FOOD OR SUPPLIES)*

SENDING SCHOOL-FILL OUT FORM COMPLETELY/SIGN/SEND WITH PERSON MAKING TRANSFER

RECEIVING SCHOOL-SIGN/SCAN/E-MAIL TO SENDING SCHOOL

*SENDING MANAGER FILL OUT THIS PORTION:*

DATE OF TRANSFER: \_\_\_\_\_ \*ITEM # \_\_\_\_\_

ITEM NAME: \_\_\_\_\_

\*QTY/TYPER (BAG, EACH, CASE, SLEEVE, ETC): \_\_\_\_\_ / \_\_\_\_\_

\*UNIT PRICE \$ \_\_\_\_\_ TOTAL PRICE \$ \_\_\_\_\_

RECEIVED DATE: \_\_\_\_\_

SCHOOL SENDING ITEM: \_\_\_\_\_

SCHOOL RECEIVING ITEM: \_\_\_\_\_

SENDING MANAGER SIGNATURE: \_\_\_\_\_

*\*ITEM # CAN BE FOUND ON INVENTORY WORKSHEET. QTY/TYPER AND UNIT PRICE SHOULD BE LISTED AS COUNTED ON INVENTORY.*

*RECEIVING MANAGER SIGN/SCAN/EMAIL FILL OUT THIS PORTION:*

RECEIVING MANAGER SIGNATURE: \_\_\_\_\_

ENTER THIS TRANSACTION ON YOUR GFS INVENTORY AS A TRANSFER DURING THE MONTH OF THE DATE OF TRANSFER.