

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

Central Warehouse

51 E. Texar Dr., Pensacola, FL 32503

Phone: 469-5435 Fax: 469-5626

WAREHOUSE INVENTORY TRANSFER FORM

TRANSFER FROM: _____ DATE: ____/____/____
(School or Department)

REASON FOR TRANSFER: _____

REQ #:

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TRANSFER TO: _____ COST CENTER: _____

ITEM I.D.							

QUANTITY TRANSFERRED

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CATALOG UNIT OF MEASURE

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DESCRIPTION: _____

COMPANY				ACCOUNT NUMBER												CENTER												

PREPARED BY: _____ DATE: ____/____/____

APPROVED BY: _____ DATE: ____/____/____

FOR WAREHOUSE USE ONLY

DRIVER'S INITIALS: _____ DATE: ____/____/____ APPROVED BY: _____

STOCK LOCATION I.D.

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DATE: ____/____/____

KEYED BY: _____

SK INITIALS: _____ DATE: ____/____/____

DATE: ____/____/____