



# **San Benito Consolidated Independent School District**

2001 UTEX DRIVE \* SAN BENITO, TX 78586 \* (956) 361-6380 \* FAX (956) 361-6385

## **Equipment / Furniture Transfer**

**WORK ORDER NO.** \_\_\_\_\_

FROM: _____	MADE BY: _____	DATE SENT: _____
TO: _____	PICKED UP BY: _____	DATE: _____
VIA: _____	REC'D BY: _____	DATE REC'D: _____

QTY.	DESCRIPTION	INVENTORY/BARCODE NO.	SERIAL NUMBER

<b>REASON FOR TRANSFER</b>		
PLEASE INDICATE BY CHECKING APPROPRIATE BOX:		
<input type="checkbox"/> PERMANENT TRANSFER	<input type="checkbox"/> TO BE JUNKED (AUCTION)	<input type="checkbox"/> OTHER

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_