

**Jefferson County Public Schools
Equipment Transfer Form**



Request for transfer of equipment to another JCPS Facility

From Facility: _____

Location within Facility: _____

Requested Pick-Up Date: _____

Contact Person: _____

To Facility: _____

Location within Facility: _____

Contact Person: _____

Description	Tag#	Serial #

Sender Cost Center Approval: _____ Date: _____

Driver Signature: _____ Date: _____

Receiving Cost Center Approval: _____ Date: _____

Please return this completed form to:
Property Records Auditors-Supply Services
C.B. Young Service Center, Building 4
Phone Number – 485-3157
Fax Number – 485-3772
Email – jcps.surpluspickup@jefferson.kyschools.us