

INVENTORY CONTROL

EQUIPMENT TRANSFER LOG (ETL)

Submitted by \_\_\_\_\_  
 School \_\_\_\_\_

Data Entry on \_\_\_\_\_  
 Entered by \_\_\_\_\_

Equipment/ furnishings	Property Tag #	Transfer From school	Transfer To school	Transfer To Room Number	Transfer From Room Number	Date of Transfer	Sender Signature	Receiver Signature

The Above Items Are Authorized for Transfer			
Principal or Inv. Contact	Date	Central Office Receiving	Date