

**CAPITAN MUNICIPAL SCHOOL  
INVENTORY FORM  
TRANSFER / DELETE ITEM**

**ITEM DISCRPTION:** \_\_\_\_\_

**CAPITAN ID#:** \_\_\_\_\_

**TRANSFERRING ITEM (To another Bldg., Room or Barn)**

Transfer From:      Building \_\_\_\_\_      Room \_\_\_\_\_

Transfer To:        Building \_\_\_\_\_      Room \_\_\_\_\_

Or - Move to Barn for storage: \_\_\_\_\_

**DELETING ITEM (Due to poor or obsolete condition)**

· Requires approval signatures before moving item to barn

To Barn For (circle one) ==> Auction    or    Dispose

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Approval Signatures Required:**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent Signature**

\_\_\_\_\_  
**Date**

**Routed to Storage Barn Attendant – Mike Pumphrey on** \_\_\_\_\_  
**Date**