CHARLOTTE COUNTY PUBLIC SCHOOLS
INVENTORY CHANGE NOTICE

Tangible personal property owned by the School Board
Pursuant to Chapter 274, Florida Statutes

REPORT OF TRANSFER OF EQUIPMENT

Do not send any Report of Transfer of Equipment without the approval of your Principal/Department Head

Location of Transferring Activity	**Location Code**
Signature of Transferring Principal/Dept. Head	**Date**
Location of Receiving Activity	**Location Code**
Signature of Receiving Principal/Dept. Head	**Date**

PROPERTY A #	DESCRIPTION

Attach a copy of this form with the equipment to be transferred and e-mail a copy to Property.Records@yourcharlotteschools.net

The Principal/Dept. Head will receive an e-mail confirmation from Property.Records@yourcharlotteschools.net