

TRANSFER REQUISITION (T-REQ)

BALTIMORE COUNTY
PUBLIC SCHOOLS
TOWSON, MD 21204

TRANSFER OF
MATERIALS AND
EQUIPMENT

Today's Date:		Enter Date	
School/Office:	Click here to enter school or office		
Address:	Click here to enter address		
Zip:	Enter Zip	Phone Number:	Enter Phone Number
Requested by:	Click here to enter name and title		
Approval of Office Head Signature: <i>(unsigned requests will not be processed)</i>			
Print Signee Name and Title: <small>(e.g.: Principal, Dept. Head or Dept. Chair)</small>	Click here to enter name and title of Signee.		

Transfer date:	Click here to enter date for transfer of materials
Transfer from:	Click here to enter school or office
Present location in the building: <small>(e.g. school office, storeroom, room 9, see principal)</small>	Click here to enter specific location for pick-up
Transfer to:	Click here to enter school or office
Specific destination in the building: <small>(e.g. school office, storeroom, room 9, see principal)</small>	Click here to enter specific location for delivery
Action needed:	Choose one action item
Purchased with BCPS general funds?	Choose one
If no, list funding source:	Click here to enter funding source
BCPS asset tag number:	Click here to enter BCPS asset tag number
QUANTITY	ITEM
Click here to enter quantity	Click here to enter materials

1. Schools and offices are required to maintain records of disposed assets. [See Board of Education Policy/Rule 3640.](#)
2. Use a separate transfer requisition for each action needed.
3. Requests for removal of certain assets, other than assets purchased with BCPS general funds, require approval from the funding source. If it is known, list the funding source.
4. For assets over \$5,000, the BCPS asset tag number must be listed above. Logistics will forward a copy to the Office of Accounting.
5. Completed transfer requisition forms with approval signature by the office head should be scanned and sent electronically to logistics@bcps.org when the request is ready to be picked up by Logistics. *Unsigned requests by the Principal, Dept. Head or Dept. Chair, will not be processed by Logistics. Do NOT fax.*

For Logistics Use Only – Asset Disposal Approval Routing (if applicable)			
Grants Manager Signature	Date	Coordinator, Career & Technology Signature	Date
Fiscal Supervisor, Grants Accounting Signature	Date	Executive Director, Facilities Management Signature	Date
Executive Director, Information Technology Signature	Date	Executive Director, School Safety Signature	Date
Director, Transportation Signature	Date	Manager, Logistics Signature	Date