

PINELLAS COUNTY SCHOOLS  
**FOOD AND NUTRITION**  
**NOTIFICATION OF TRANSFER OF INVENTORY**

DATE OF TRANSFER \_\_\_\_\_

FROM: \_\_\_\_\_  
 School and Cost Center #

TO: \_\_\_\_\_  
 School and Cost Center #

\_\_\_\_\_  
 Sending Manager's Signature

\_\_\_\_\_  
 Receiving Manager's Signature

**THIS FORM SHOULD ACCOMPANY THE TRANSFERRED ITEMS**

DEPT.	STOCK #	QUANTITY & UNIT	ITEM NAME	UNIT COST COST	TOTAL
<b>Sending School should initiate form and send completed form to WPSC.</b>					
<b>TOTAL</b>					

**INSTRUCTIONS**

1. Record date of transfer.
2. Indicate school name and cost center # of sending school and receiving school.
3. Indicate Dept. #, stock #, quantity & unit, item name, unit cost and total cost of item.
4. Unit cost comes from TERMS and/or the most recent "School Cafeteria Inventory Worksheet".
5. Add Total Cost column.
6. The signature of both managers is required.
7. Send white copy only to WPSC Food and Nutrition after all signatures are obtained.

**FOR OFFICE USE ONLY**

G/L 1157	FOOD	
G/L 1159	PAPER	
G/L 1158	SUPPLIES	
<b>TOTAL</b>		

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Journal Entry Date