



ITEM DESCRIPTION & SERIAL NUMBER	I.D. #	CONDITION CODE	FUNDING CODE	ACQUISITION UNIT COST	# OF UNITS	TOTAL COST
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INSTRUCTIONS

This transfer form may be used for *materials, tools/equipment and vehicles*. Please be sure that all applicable sections are completed. The accuracy of your agency's inventory is dependent on the completion of *all* sections. Maintain a copy of this form in your agency's inventory file for audit purposes. A copy of this form must accompany your agency's next inventory report.