

2015-16

INVENTORY TRANSFER FORM

(FOOD OR SUPPLIES)

SENDING SCHOOL-FILL OUT FORM COMPLETELY/SIGN/SEND WITH PERSON MAKING TRANSFER

RECEIVING SCHOOL-SIGN/SCAN/EMAIL TO SENDING SCHOOL

SENDING MANAGER FILL OUT THIS PORTION:

DATE OF TRANSFER: _____ *ITEM # _____

ITEM NAME: _____

*QTY/TYPER (BAG, EACH, CASE, SLEEVE, ETC): _____ / _____

*UNIT PRICE \$ _____ TOTAL PRICE \$ _____

RECEIVED DATE: _____

SCHOOL SENDING ITEM: _____

SCHOOL RECEIVING ITEM: _____

SENDING MANAGER SIGNATURE: _____

**ITEM # CAN BE FOUND ON INVENTORY WORKSHEET. QTY/TYPER AND UNIT PRICE SHOULD BE LISTED AS COUNTED ON INVENTORY.*

RECEIVING MANAGER SIGN/SCAN/EMAIL FILL OUT THIS PORTION:

RECEIVING MANAGER SIGNATURE: _____

ENTER THIS TRANSACTION ON YOUR GFS INVENTORY AS A TRANSFER DURING THE MONTH OF THE DATE OF TRANSFER.