

# VESTAL CENTRAL SCHOOL DISTRICT

## PROPERTY TRANSFER REQUEST FORM

**Requestor Information:**

REQUESTOR: Crystal VanAuken  
(Name of Requestor)

LOCATION: Clayton Ave  
(Requestor Location)

SHIP FROM: \_\_\_\_\_  
(Building Item(s) Location)

SHIP TO: \_\_\_\_\_  
(Building Items to be sent to)

CIRCLE ONE: AUCTION TRASH/RECYCLE STORAGE BOCES  
(Circle One) (Multiple items use A, T, S, or B in list below)

REQUEST DATE: 5/23/22  
(MM/DD/YYYY)

\*\*\* THIS FORM MUST BE APPROVED BY BLDG PRINCIPAL & CENTRAL ADMINISTRATION BEFORE TRANSFER CAN BE MADE \*\*\*

QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	Vestal Inventory #	Routing (A,T,S,B)
37	Wood/Metal Folding Chairs	-	-	-	T

RECEIVED  
MAY 31 2022  
FACILITIES & OPERATIONS  
VESTAL CENTRAL SCHOOL DISTRICT

REASON: Asked to write off - old, Rusty - Not used

**Approval Routing:**

**1- Building Principal/ Administrator:**

[Signature] Brod Bruce 5/23/22  
(Signature) (Print) (Date)

**2- Director of Facilities & Operations (BOCES if required):**

[Signature] James Gora 5/24/22  
(Signature) (Print) (Date)

**3- Administrative:**

[Signature] Cliff Kesson 6/1/2022  
(Signature) (Print) (Date)

**4- Board of Education:**

\_\_\_\_\_  
(Signature Re: Board Approval) (Print) (Date)