

# VESTAL CENTRAL SCHOOL DISTRICT

## PROPERTY TRANSFER REQUEST FORM

### Requestor Information:

REQUESTOR: Steve Wendell  
(Name of Requestor)

LOCATION: Facilities Office  
(Requestor Location)

SHIP FROM: Vestal Middle School (Room 138)  
(Building Item(s) Location)

SHIP TO: Facilities office  
(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: 05/03/2022  
(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)
1	Upright Piano	NA	NA	NA	T

REASON: We received a new, digital piano. This upright piano is quite old + the wheels are broken.

### Approval Routing:

#### 1- Building Principal/ Administrator:

Sarah R. Wiggins 5/3/2022  
(Signature) (Print) (Date)

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

James Gault 5/9/22  
(Signature) (Print) (Date)

#### 3- Administrative:

William R. Kessan 5/11/2022  
(Signature) (Print) (Date)

#### 4- Board of Education:

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