

Hazlehurst City School District

**HAND RECEIPT  
TEMPORARY LOAN OR TRANSFER**

*(Complete and return to Central Office for all TEMPORARY equipment transfers.)*

TO: PROPERTY MANAGER

FROM:

\_\_\_\_\_  
(Employee's name)

\_\_\_\_\_  
(Department/Division)

\_\_\_\_\_  
(Room Number/Location)

DATE

\_\_\_\_\_

*It is requested that the following items for which I am currently responsible be temporarily transferred*

TO:

\_\_\_\_\_  
(Employee's name)

\_\_\_\_\_  
(Department/Division)

\_\_\_\_\_  
(Room Number/Location)

Inv. #	Description of Item	Serial #

I accept responsibility for the above inventory item \_\_\_\_\_  
(Employee Receiving Inventory)

Equipment Returned to Permanent Location _____	
Received by _____	Date _____
Signature _____	