



MVSD TEACHING & LEARNING

**Books/Curriculum Material
Request for Transfer**

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send a completed copy to Holly Carter, hcarter@mvsd320.org, and she will arrange for pick up.

ISBN number If none, please indicate so	Title	Author	Quantity	Move from (Rm #/Area)	Move to
SAMPLE 9780743273565	The Great Gatsby	F Scott Fitzgerald	5 each	Rm #A114	Surplus

Printed Name of Staff

Staff Signature _____

Signature of Supervisor Requesting Transfer _____

Site _____

Date _____

No material will be moved between locations without this completed and signed form.