



MATERIAL TRANSFER PROCEDURE  
(INV-P003)  
Clarksville-Montgomery County School System

**1.0 SCOPE:**

- 1.1 This procedure outlines the process of transferring material from one facility to another.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Property Control Officer (PCO)

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

**4.0 DEFINITIONS:**

- 4.1 None.

**5.0 PROCEDURE:**

- 5.1 Facility personnel requiring material transfer complete, signs and dates Material Transfer Form (ref. [INV-F004](#)) and contacts Warehouse to schedule transfer.
  - 5.1.1 Throughout the procedure each step is noted on the distribution checklist of the Material Transfer Form (ref. [INV-F004](#)).
- 5.2 Warehouse personnel transfer material to new location and signs and dates form.
- 5.3 Receiving facility personnel signs and dates form.
- 5.4 Warehouse personnel forwards form to the Property Control Officer.
- 5.5 Property Control Officer enters material transfer into the inventory control data base.
  - 5.5.1 Material Transfer Form is filed.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Material Transfer Form ([INV-F004](#))

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Material Transfer Form	PCO Office	Current year plus one	Discard as Desired	Secured Building

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/20/05		Initial Release



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**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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