

TRANSFER ORDER

Computers For Learning Program

1. ORDER NUMBER

2. DATE

3. TO: HOLDING AGENCY POINT OF CONTACT

4. ORDERING EDUCATIONAL ORGANIZATION *(full name and address)*

5. HOLDING AGENCY CUSTODIAN *(name and address)*

6. SHIP TO *(consignee and destination)*

7. LOCATION OF PROPERTY

8. SHIPPING INSTRUCTIONS

9. ORDERING EDUCATIONAL ORGANIZATION APPROVAL

a. SIGNATURE

b. DATE

c. TITLE

I acknowledge receipt of the listed items below transferred to my educational organization by the holding agency in accordance with Executive Order 12999.

10. PROPERTY ORDERED

ITEM CONTROL NUMBER (ICN) (a)	ITEM NUMBER (b)	DESCRIPTION <i>(Include item name, Federal Supply Class, and Condition Code)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)

Total of Property Ordered

11. HOLDING AGENCY APPROVAL

a. SIGNATURE

b. TITLE

c. DATE