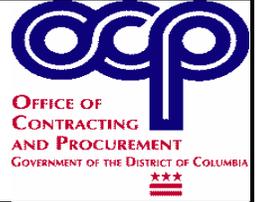




PERSONAL PROPERTY DIVISION

(202) 576-6472



REQUEST FOR STANDARD FORM (SF) - 122 TRANSFER ORDER EXCESS PERSONAL PROPERTY

Please **DO NOT USE FAX COVER SHEET**—RETURN FAX Transfer Order Request Form to (202) 576-7111. Questions may be directed to Robin Booth. Thank You.

Incomplete Request Forms Will Not Be Processed

Please type or print

**FEDERAL AGENCY PROPERTY
TRANSFERRED FROM**
(name and address - including zip code)

**DESCRIBE/LIST PROPERTY NEEDED
TO BE OBTAINED**
(attach separate sheet if necessary)

**D.C. PUBLIC CHARTER SCHOOL
PROPERTY TRANSFERRED TO**
(name, address and zip code of destination)

ACTIVITY ADDRESS CODE 993
(must be included)

POINT OF CONTACT

NAME: _____
(person transporting property)

TELEPHONE: _____
(including area code)

FAX NUMBER: _____
(including area code)

Please indicate below date and time the SF-122 is needed. **Must allow 24 to 48 hours for preparation of SF-122.** The transfer order number, if not used, **expires 7 days** from the date issued. It must be returned via fax--marked EXPIRED before another transfer order is issued.

Date: _____ Time: _____

EXECUTIVE DIRECTOR OR DESIGNATED APO AUTHORIZATION

NAME: _____
Type/Print

TITLE: _____
Type/Print

SIGNATURE: _____
Accountable Property Officer

DATE: _____