

## NOTICE OF TRANSFER OF INSTRUMENT/S

**TO: SCHOOL OF INSTRUMENTAL MUSIC**

**FAX: 9272 7877**

FROM: \_\_\_\_\_ SCHOOL

FAX: \_\_\_\_\_

Please record the transfer of these instrument/s as follows:

Serial Number	Instrument Type	From School	To School

Name of Notifying Teacher: \_\_\_\_\_

(please print)

Date: \_\_\_\_\_

*Note: Return and issue vouchers will be forwarded from the School of Instrumental Music to schools mentioned above to confirm the registering of transfer/s.*

*Note to instrumental teachers: The school must be aware that instruments are being transferred out, and must agree to the instruments being removed from the premises.*