Transfer Request

The Transfer Request, Form DAS-FM-523, is used by field personnel to requisition supplies and equipment from the local District Office or to order certain non-expendable equipment from the Office of Structure Construction in Sacramento. Structure employees should conform with local District policy when receiving or shipping District supplies or equipment.

An example of a properly prepared transfer request for expendable supplies is shown on Attachment #1 of this Bridge Construction Memo. Note that the circled numbers preceding the instructions in this memo refer to corresponding entries on the example.

1. Enter name of person, office or account to perform or to take action on the request.
2. Enter District code of issuing agency, i.e., “01” for District 01; etc., when ordering expendable supplies from the local District Office. Enter "59" when ordering equipment from the Office of Structure Construction.
3. Enter date of preparation.
4. Enter name of person or office to receive supplies, materials or equipment.
5. Structure Representatives sign all transfer requests initiated by Structure personnel.
6. Enter number and unit of items wanted.
7. Enter complete description of supplies or equipment requested.
8. Enter stock numbers.
9. Enter proper cost distribution codes. Show the object code for expendable supplies or hand tools (644). Do not show an object code for major equipment.
10. Person filling the request will fill out the shipping information.

Acknowledge receipt on copy or copies accompanying the supplies or equipment.

Leave price or amount column blank.

Distribution
Prepare an original and five copies.

Submit original and four copies to the District Office or Office of Structure Construction. Retain one copy for the job files. Two copies will be returned with the filled order. Acknowledge receipt on one of the copies and return without delay.