NOTICE OF TRANSFER OF INSTRUMENT/S

To: SCHOOL OF INSTRUMENTAL MUSIC
FAX: 9272 7877

Please record the transfer of instrument/s as follows:

Serial No.	Instrument Type	Student Name	From School	To School
Eg: 56443	*Trombone*	*John Brown*	*Churchlands PS*	*Adam Road PS*

Name of notifying teacher: _____
(please print)

Date:_____

Note: ***Return and issue vouchers will be accessible to schools on MILS (Musical Instrument Loans System).***

Note of instrumental teachers: ***The schools involved must be aware that instruments are being transferred out, and must agree to the instruments being removed from the premises. The school that the instrument is being transferred from and to must also receive a copy of this form.***