

**TRANSFER OF CUSTODY** - Custody is the temporary use and/or storage of equipment with a partner and does not change ownership.

**INSTRUCTIONS** - Use ink. Fill out and duplicate/copy/scan. Keep an original copy for transferor records, and duplicate for transferee records. If item is found to need maintenance, if the RED TAG box and note the issue. Both parties should document the items returned and retain copies for their files.

Transferor - 4-H Gold Volunteer or Staff Only (FROM)		Transferee - 4-H Gold Voluntee	Transferee - 4-H Gold Volunteer or MSU Extension Staff Only (TO)		
Name as it appears on Driver's License:		Name as it appears on Driver's Licens	Name as it appears on Driver's License:		
Street Address:		Street Address:	Street Address:		
City, State, Zip:		City, State, Zip:			
Phone:		Phone:			
Signature Out:	Initial Returned:	Signature Out:	Initial Returned:		
Date of Transfer:	To be returned:	Ownership:			

## Purpose:

Red tag?	Make/Model	Serial Number	Caliber	Other description	Notes

Red tag?	Make/Model	Serial Number	Caliber	Other description	Notes

Appendix 2: Transfer of Custody Log