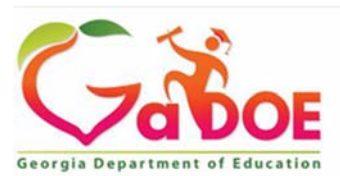


Georgia Instructional Materials Center Patron to Patron Materials Transfer Form



Purpose:

- To keep for your records (Do not send to the GIMC).
- Releases your liability from books and equipment you have checked out from the GIMC.
- Allows materials from the GIMC to remain in the district with the students.

When to complete:

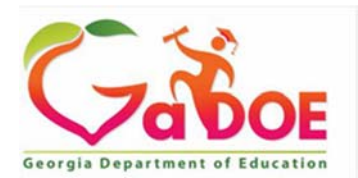
- This form should be completed if you are leaving a district or no longer teaching the student.

How to complete:

1. List all books and equipment that you have checked out from the GIMC.
Do not list supplies (Supplies have the following: XXXXXX-14-XXXX)
2. Your name goes in the Patron (Originator) column.
3. List the new caseload teacher in Patron (Recipient) column.
 - a. If you do not know who new caseload teacher, write the name of the district personnel who will be assuming responsibility until a new caseload teacher determined.
4. List the student number associated with the books and equipment.
5. Sign and date as the “Patron Originator”.
6. The new patron or district personnel who will be assuming liability **must verify receipt of material before signing as the Patron (Recipient)**.
7. One copy of this form should be kept in your records and one copy should be given to the Patron (Recipient).
8. The new caseload teacher must claim the books and materials online through www.GIMC.org “Renew/Transfer Books and Equipment” link under the Educators tab.

Georgia Instructional Materials Center

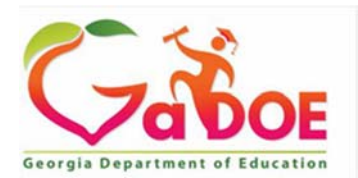
Patron to Patron Materials Transfer Form



Date	Access Number (XXXXXX-XX-XXXX)	Patron (Originator)	Patron (Recipient)	Student Number (GIMC or GTID)
Patron (Originator) Signature			Patron (Receiver)	
Date			Date	

Georgia Instructional Materials Center

Patron to Patron Materials Transfer Form



Date	Access Number (XXXXXX-XX-XXXX)	Patron (Originator)	Patron (Recipient)	Student Number (GIMC or GTID)