

TRANSFER OF CARE, CUSTODY AND CONTROL OF MATERIAL INSTRUCTIONS

REQUESTOR/END USER (TOP)	
Subcontract Number	Provide the Subcontract Number associated with this transfer (<i>i.e.</i> , American Electric Construction Subcontract No. 22337) (Required for HLMI Construction)
Release Number	Provide the release number associated with the subcontract number (Required for HLMI Construction)
Internal TCC Number	This number is provided by HLMI Construction Document Control. (Required for HLMI Construction)
Project Title	Provide the project title as found in the Project Navigator (<i>per Project Number</i>) (Required)
Project Number	Provide the project number associated with this subcontract/work (Required for HLMI Construction)
Facility/System End Use	Provide the name of the facility and/or system in which the material or equipment will be installed or used (Required)
Material Originally Procured By	Provide the name of the vendor, organization, and/or department that procured the material or equipment that is to be transferred (Required)
PO or MR	Provide the order number if available (<i>i.e.</i> , Purchase Order (PO) or Material Request (MR) number)
EIN	If applicable, provide the Equipment Identification Number (EIN)
Part Number	If applicable, provide the manufacturer's assigned part number.
Part Description	Provide detailed description of the material or equipment. Include drawing number if available.
Quantity	Provide quantity with unit of measure (<i>i.e.</i> , units, gallons, feet, etc.).
Estimate Value	Provide ROM estimate of all materials on the line item.
Requestor Requesting Transfer	Print first and last name, sign, and date (Required)
Material Received By	Obtain printed first and last name, company, signature, and date from the manager/supervisor receiving the material or equipment.
Releasing Manager Concurrence	Obtain printed first and last name, signature, and date from the responsible manager.
Releasing Organization	Obtain printed first and last name, signature, and date of the individual releasing the material or equipment (<i>i.e.</i> , Material Services or Construction Manager)