

### PERSONAL PROPERTY TRANSFERRED

Facility: \_\_\_\_\_

SEAL NUMBERS

Name: \_\_\_\_\_

DIN: \_\_\_\_\_

Transferred to: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Property Shipped Via: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Baggage	
Musical Instr.	Typewriter

CLOTHING **	MAX
ATHLETIC SUPPORTER	
BATHROBE	1
BELT	2
BOOTS *	
BOW TIES	2
EARMUFFS	
GLOVES - MITTENS	2
HANDKERCHIEF (WHITE ONLY) (3)	
HAT - BASEBALL	1
HAT (WINTER)	
JACKET - WINTER	1
JACKET - SUMMER	1
JACKET - RAIN	1
NECKTIES	
PAJAMAS	2
SANDALS *	
SCARVES (SOLID COLOR ONLY)	2
SHIRTS (PERSONAL)	6
SHIRTS ("T")	6
SHOE (LACES)	
SHOE (PAIR) *	
SHOE (SHOWER)	1
SHOE (OVERSHOE - ARCTIC)	
SEW KIT - NEEDLES	
SLIPPERS	1
SHORTS - BERMUDA	2
SHORTS - GYM	2
SNEAKERS *	
SOCKS (NO POCKETS) (2)	
SWEATPANTS	2
SWEATSHIRTS (NO HOODS)	3
SWEATER	2
THREAD	
UNDERWEAR - BOXER (2)	
UNDERWEAR - JOCKEY	
UNDERWEAR - THERMAL BOTTOMS	2
UNDERWEAR - THERMAL TOPS	2
<b>EDUCATIONAL SUPPLIES</b>	
BOOKS	
BOOKS - LEGAL	
BOOKS - PRAYER	
BOOK - DICTIONARY	25
BOOK - ADDRESS	
BOOK - RULE	
CRAYONS	
ENVELOPES	
ERASERS	
LEGAL PAPERS +	
LETTERS	
MAGAZINES	14
NEWSPAPERS	7
PAPER - WRITING PADS	
PENCILS	
PENCIL - MECHANICAL	
PENCIL - SHARPENER, MECHANICAL	
PENS	
PAINT BRUSHES	
PHOTOS	
PHOTO ALBUMS	
POSTER	
RULER	
STAMPS	50
TAPE (TRANSPARENT MASKING)	
TAPES - CASSETTE	25
TAPE CASSETTE CONTAINER	
<b>FOOD ITEMS</b>	
CANS	
BOXES	
POUCHES/BAGS	
BOTTLES	

UTENSILS	MAX
BOWLS	2
CAN OPENER	1
CUPS	2
DRINKING CONTAINER	2
COFFEE POT	
FOOD STORAGE CONTAINER	
FORKS - PLIABLE	
SPOONS - PLIABLE	
THERMOS BOTTLE	1
<b>GLASSES</b>	
GLASSES - EYE (1)	
GLASSES CASE - EYE	
GLASSES - SUN, NON-REFLECTIVE	
<b>PERSONAL LINEN</b>	
BLANKET	1
PILLOWCASE	2
RUG, 3 x 5	1
SHEETS	4
TOWELS (1)	
WASH CLOTHS (1)	
<b>TOBACCO PRODUCTS</b>	
CIGARETTES - PACKS	30
CIGARETTE - PAPER	
CIGARETTE - ROLLER	
CIGARS	80
LIGHTERS - BUTANE	2
PIPE - SMOKING	
PIPE - CLEANERS	
SNUFF	30oz.
TOBACCO - CHEWING	30oz.
TOBACCO - POUCH	18oz.
<b>TOILETRIES / COSMETICS</b>	
BRUSH - HAIR (1)	
COCOA BUTTER	
COLOGNE - STICK TYPE	
COMB - AFRO (1)	
COMB - REGULAR	
NAIL CLIPPERS	1
CREAM - SHAVING	
CREAM RINSE	
DEODORANT - STICK TYPE (1)	
DENTURE ADHESIVE	
DENTURE CLEANSER (1)	
EMERY BOARD	
HAIR CREAM OR LOTION (1)	
HAIR NET	
LOTION - AFTERSHAVE	
LOTION - BABY	6
LOTION - HAND	
LOTION - OIL MINERAL	
MIRROR (PLASTIC ONLY, 8" x 10")	
MOUTHWASH	
PENCIL - STYPTIC	
POWDER - FOOT	
POWDER - TALCUM	
SAFETY PINS	
SHAMPOO (1)	
SHAVING BRUSH	
SOAP BAR (1)	
SOAP DISH	
SOAP LAUNDRY	
SOAP SHAVING	
TOOTHBRUSH (1)	
TOOTHBRUSH CASE	
TOOTHPASTE (1)	
TOOTH POWDER	
TWEEZERS	1
SCENTED OILS	

RECREATIONAL SUPPLIES	MAX
BASEBALL SHOES w/rubber cleats*	
CHECKERBOARD	
CHECKERS	
CHESS SET	
COMBINATION LOCK	
DOMINOS	
GLOVES - BASEBALL	
GLOVES - HANDBALL	
HANDBALLS	
JIGSAW PUZZLE	
PLAYING CARDS	
TENNIS BALLS	
YARN	
<b>RELIGIOUS ARTICLES</b>	
REL. BOOKS (BIBLE, KORAN, ETC.) (1)	
(DESCRIBE)	
RELIGIOUS HEADCOVERING (1)	
(DESCRIBE)	
RELIGIOUS PENDANT (1)	
(DESCRIBE)	
RELIGIOUS BEADS (1)	
(DESCRIBE)	
TEFILLIN (Phylacteries) (1)	
PRAYER RUG	1
<b>FEMALE ITEMS</b>	
BLOUSES (1)	
BRAS (2)	
FACIAL MAKE-UP	
GIRDLE	
HAIR FASTENERS	
HAIR SPRAY (NON-AEROSOL)	
HOSIERY/STOCKING/PANTY HOSE	
NIGHT GOWNS	
PANTIES (2)	
PERFUME/COLOGNE (NON-AEROSOL)	
SHAWLS (1 YD)	
<b>TABLET PROGRAM</b>	
TABLET (1)	
CASE	
CHARGER	
EARBUDS	

SPECIAL PERMIT ITEMS	MAX
CALCULATOR	1
SERIAL #	
BRAND	
ELECTRIC RAZOR/TRIMMER	1
FAN	1
HAIR DRYER/BLOWER	1
SERIAL #	
BRAND	
HEADPHONES	1
SERIAL #	
BRAND	
HOT POT	1
LAMP 20" MAX. U.L.	1
LAMP SHADE	1
MUSICAL INSTRUMENT	1
RADIO/TAPE PLAYER/COMBO	1
SERIAL #	
BRAND	
STRAINER - COOKING	
TYPEWRITER	1
SERIAL #	
BRAND	
<b>MISCELLANEOUS</b>	
BATTERIES	
BUCKET (PLASTIC) 3 GAL.	1
CALENDAR	
EXTENSION CORD	
HANGERS (PLASTIC)	
WATCH (1)	1
SERIAL #	
BRAND	
WATCH BAND	
WATCH BATTERY	
WEDDING BAND (1)	1
ADAPTER (AC/DC)	
NET BAG	
WALLET	
<b>OUT TO COURT - STATE ISSUE</b>	
KHAKI TROUSERS (MALE) (1)	
KHAKI SLACKS (FEMALE) (1)	
WHITE SHIRT (MALE) (1)	
WHITE BLOUSE (FEMALE) (1)	
SNEAKERS (1)	
JACKET (1)	
BELT (1)	

WHEN PROCESSING OUT-TO-COURT INCARCERATED INDIVIDUALS, THE GRAY BACKGROUND AND CORRESPONDING NUMBERS DENOTE OUT-TO-COURT PROPERTY LIMITATIONS. NO OTHER PROPERTY SHALL BE LISTED ON THIS FORM FOR OUT-TO-COURT INCARCERATED INDIVIDUALS.

#### NO STATE PROPERTY SHALL BE LISTED ON THIS FORM

NUMBER OF BAGS  TYPWTR  INSTRU  DATE \_\_\_ / \_\_\_ / \_\_\_

- I HAVE COMPLETED EXPRESS MAIL REQUEST & DISBURS. FORM
  - I DON'T WANT EXPRESS MAIL
  - I HAVE COMPLETED CHANGE OF ADDRESS FORM
  - I WILL PAY POSTAGE TO FWD. PACKAGES (Except Work Release)
  - I WILL NOT PAY POSTAGE TO FORWARD PACKAGES
  - I AM NOT LEAVING ACTIVE LEGAL CASE MATERIAL BEHIND AND I HAVE BEEN INSTRUCTED TO INCLUDE ALL ACTIVE LEGAL MATERIAL IN MY 4-BAG LIMIT
  - INCARCERATED INDIVIDUAL DID NOT HAVE OPPORTUNITY TO CHECK BOXES
- OFFICER (Sign): \_\_\_\_\_

RECEIVED AT: \_\_\_\_\_ DATE \_\_\_ / \_\_\_ / \_\_\_

CHECKED BY:(Print): \_\_\_\_\_  
(Sign): \_\_\_\_\_

INCARCERATED INDIVIDUAL  
ACKNOWLEDGEMENT (Sign): \_\_\_\_\_

FOOTWEAR TOTAL 4 \*\* MAX = MAXIMUM ALLOWABLE QUANTITIES  
+ if the incarcerated individual has an active legal case, they may have one additional draft bag of legal materials  
DISTR: WHITE - RECEIVING FACILITY (HEAD CLERK)  
CANARY - RECEIVING FACILITY (RETURN TO TRANSFERRING FACILITY)  
PINK - RECEIVING FACILITY (INCARCERATED INDIVIDUAL'S COPY)  
GOLDENROD - TRANSFERRING FACILITY RECORDS