

# MATERIALS: Request for Transfer of Inspected Material

To: \_\_\_\_\_  
(District Construction & Materials Engineer)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

We hereby request approval for use of the following material which we wish to transfer from

Job No. \_\_\_\_\_ Contract ID \_\_\_\_\_ County \_\_\_\_\_

to Job No. \_\_\_\_\_ Contract ID \_\_\_\_\_ County \_\_\_\_\_

Kind of Material \_\_\_\_\_

Quantity & Sizes \_\_\_\_\_

Present Location of Material \_\_\_\_\_

Supplier or Manufacturer \_\_\_\_\_

Identification (Lot Numbers, Heat Numbers, PAL IDs, or Other Identification on labels or tags):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We ask that you please supply the necessary copies of inspection reports to the District Engineer to permit use of the material, with a minimum of re-inspection and testing, on the project to which the material is being transferred.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name – please print)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number or Email Address)

**Note:** This form is to be addressed to the District Construction & Materials Engineer for whose district the material was first inspected. It is important that the complete identifying information be given.