

**GEORGIA DEPARTMENT OF CORRECTIONS
LIVESTOCK SALE / TRANSFER AGREEMENT**

DATE _____

PART A: To be completed by institution selling/transferring livestock.

I, _____ representing _____
(institution)
hereby acknowledge selling/transferring the following livestock.

CATEGORY	NUMBER OF HEAD	WEIGHT	COMMENTS
TOTALS:			

PART B: To be completed by vendor receiving livestock.

I, _____, representing _____
hereby acknowledge receipt of the livestock described above.

Distribution:
Original - State Farm Administrator
Copy - Transferring / Selling Institution
Copy - Receiving Institution

RETENTION SCHEDULE:
This form, upon completion, will be kept in a filing area of three years, one year active and two years inactive. A copy should be forwarded to Central Farm to be kept in a filing area for five years, one year active and four years inactive, then destroyed.