

**REQUEST FOR CLOTHING TRANSFER**

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**I understand I need to turn ALL my clothing into the CINTAS Route Driver at my NEW location in order for CINTAS to change the Identification Label in my clothing for my new location. I also understand that I should receive my clothing back at my new location in 1-2 weeks. If not received, I will notify the Clothing Administrator of my current location.**

 **Notes Name EXE/OCU/DWU OPTION # WWID**

**OLD ROUTE/DAY OLD CUSTOMER# OLD CINTAS MAN# OLD DEPT #**

**NEW ROUTE/DAY NEW CUSTOMER# NEW CINTAS MAN# NEW DEPT #**

**TRANSFERRING LOCATION NAME DEPT # LOCATION# CLOTHING ADM. DEL DAY**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Official Date of Transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date All Clothes Turned In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORIZATION: By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

 **(Cintas or Cummins Rep)**

 **By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

 **(Employee)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CUMMINS PAYROLL ADMINISTRATION ONLY:**

**OLD BC OLD RC**

 **NEW BC NEW RC**