**TRANSPORT BAG INVENTORY**

Name:       DOC number:

Sending facility:       Receiving facility:

Inventory will be sealed inside a transport bag and clearly labeled with the individual’s name and DOC number. The following authorized personal property items that are checked have been included:

[ ]  Personal address book no larger than 3” x 5”

[ ]  No more than 5 pre-franked envelopes

 Hygiene items

[ ]  1 – Bath soap with clear container

[ ]  1 – Toothbrush with clear container

[ ]  1 – Toothpaste

[ ]  1 – Dental floss

[ ]  1 – Shampoo

[ ]  1 – Deodorant

[ ]  1 – Comb

[ ]  1 – Razor, single blade only

[ ]  1 – Denture cream or adhesive

[ ]  1 – Pair shower shoes

[ ]  1 – Bowl

[ ]  1 – Spork/spoon

[ ]  1 – Tumbler

[ ]  1 – Issued glucometer and supplies

[ ]  Over-the-Counter (OTC) items and Keep on Person (KOP) prescription medications

**Only transport bags from the Reception Diagnostic Center may include:**

[ ]  Unframed personal/family photographs

[ ]  Personal mail/papers

[ ]  Journals/diaries/writing pads

[ ]  Pencils/pens

**I confirm that the items checked above are included in the transport bag going with me to the receiving facility.**

Incarcerated individual’s signature Date

Employee Signature Date

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.**

Distribution: **ORIGINAL** - Receiving facility