

Alameda Unified School District

Fiscal Department: Purchasing
 2060 Challenger Drive, Alameda, CA 94501
 Phone 510.337.7087 Fax 510.337.2322

Property Transfer or Retirement Form

From: Historic Alameda High

Current Location

To: Retire, scrap metal

New Location

Date: 2-27-15

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
14	Metal carts, Asst. Sizes			3
6	File cabinets			3
10	Cabinets, asst. sizes			3
16	Folding chairs			3
3	garters, small tables			3
8	shelving units			3

E-waste – Please Submit This Form to the Technology Dept.
 Furniture & Equipment – Please Submit This Form to MOF

Approved and Released by Site Administrator Signature:

Marene Greerick

Director Signature:

[Signature]

Forward Director Approved Form to Business Services

Chief Business Officer Signature:

[Signature] 4 Mar 2015

BOE Consent Item Approval (Date): _____

Forward Form to Purchasing

Posted to Inventory Control by Purchasing (Date): _____

Condition Code:

1	Excellent
2	Fair
3	Poor-Retire

Alameda Unified School District

Exhibit B

Fiscal Department: Purchasing
2060 Challenger Drive, Alameda, CA 94501
Phone 510.337.7087 Fax 510.337.2322

Property Transfer or Retirement Form

From: Historic Alameda HS

Current Location

To: Retire

New Location

Date: 2-28-15

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
49	student chairs			3
30	student desks (fliptop lids)			3
26	task chairs			3
8	Office desks			3
5	Wooden cabinets + shelving			3
7	tables, utility			3
1	sofa			3

E-waste – Please Submit This Form to the Technology Dept.
Furniture & Equipment – Please Submit This Form to MOF

Approved and Released by Site Administrator Signature:

Marlene Huerich

Director Signature:

Rolla Giff

Forward Director Approved Form to Business Services

Chief Business Officer Signature:

Phyllis Clark 4 Mar 2015

BOE Consent Item Approval (Date): _____

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