

## 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 School

Current Location

To: E-Waste

New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
20	Various Power Cables			3
1	Keyboard			3
1	Printer Tray			3
1	Pencil Sharpener			3
2	Hubs			3
1	Cassette Player			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: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Forward Director Approved Form to Business Services

Chief Business Officer Signature: \_\_\_\_\_

Robert Clark 15 May 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