

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 Lincoln Middle School
Current Location

To: MOF Yard and/or Dump
New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
1	Drill Press		02713	3
1	Radial Arm Saw		donation	2

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: _____

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