

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: Encinal HS Library

Current Location

To: Donated or Recycled/Disposed

New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
300	Old/Damaged/Weeded Fiction Books			3
25	" " " Non-Fiction (000's-100's)			3
25	" " " (200's)			3
350	" " " (300's)			3
100	" " " (400's)			3
200	" " " (500's)			3
100	" " " (600's)			3
200	" " " (700's)			3
250	" " " (800's)			3
300	" " " (900's)			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: _____

[Signature] 12/2/19

Director Signature: _____

N/A

 Forward Director Approved Form to Business Services

Chief Business Officer Signature: _____

[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