

Property Transfer/Retirement Form

BOE Decision

Consent Item Approval Date\*



Type of request:

☐ Transfer ☒ Waste ☐ Recycle ☐ Auction

Current Location

Edison Elementary

▼

Property Item Type

Furniture/ Equipment

▼

Item Details

Qty	Item Description	Model/Serial Number	Asset Tag	Condition	
1	Desk	Unknown (Teacher Desk)	xxxxxx	3 - Retire/Poor	<div>Upload</div>

List for large quantity items (if any)

List must include information similar to the 'Item Details' table above.

Click, or drag and drop attachment(s) over this area

Desk.pdf

1.14MB

**Submitter Signature**

*Nikki Woodward*

**Site Admin Approval**

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**Site Admin Signature**

*Greg Sahakian*

**Director Approval**

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**Director Signature**

*Brian Addicott*

**Business Services**

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**Asst. Superintendent Signature**

*Shahiq Khan*

Comments

2000 characters left

Submit