

Property Transfer/Retirement Form

BOE Decision

Consent Item Approval Date *

08/27/2024

Type of request:

☒ Transfer ☐ Waste ☐ Recycle ☐ Auction

Current Location

Maya Lin Elementary

New Location

Maya Lin Elementary

Property Item Type

Furniture/ Equipment

Item Details

Qty	Item Description	Model/Serial Number	Asset Tag	Condition		
10	Trapezoid table	NA	NA	2 - Fair	10 tra...	3...
1	Teacher chair and table	NA	NA	3 - Retire/Poor	2 chai...	3...
16	Kindergarten (Plastic Chairs)	NA	NA	3 - Retire/Poor	15 Ki...	9...

List for large quantity items (if any)

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

Submitter Signature

Karen Ringwald

Site Admin Approval

Receiving Site Signature

Site Admin Signature

Sign

Karen Ringwald

Director Approval

Director Signature

Brian Addicott

Business Services

Asst. Superintendent Signature

Shahiq Khan