

Property Transfer/Retirement Form

BOE Decision

Consent Item Approval Date *

08/27/2024

Type of request:

☒ Transfer ☐ Waste ☐ Recycle ☐ Auction

Current Location

Otis Elementary

New Location

Other

Property Item Type

Furniture/ Equipment

Item Details

Qty	Item Description	Model/Serial Number	Asset Tag	Condition
5	metal file cabinets	none	none	2 - Fair
30	desks	student desks	none	1 - Excellent
50	various sized student chairs	none	none	2 - Fair
1	teacher chair	none	none	2 - Fair
3	rectangle tables	none	none	2
3	trapezoid tables	none	none	2

1	bookshelf (red)	none	none	3 - Retire/Poor
1	wooden teacher desk	non	none	2 - Fair

List for large quantity items (if any)

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

Submitter Signature

Manya Morris

Site Admin Approval

Recieving Site Signature

Site Admin Signature

Sign

Admin

Director Approval

Director Signature

Brian D. Addicott

Business Services

Asst. Superintendent Signature

Shahiq Khan