

Property Transfer/Retirement Form

BOE Decision

Consent Item Approval Date \*

08/27/2024

Type of request:

☐ Transfer ☒ Waste ☐ Recycle ☐ Auction

Current Location

Alameda Science and Technology Institute

Property Item Type

Furniture/ Equipment

Item Details

Qty	Item Description	Model/Serial Number	Asset Tag	Condition
1	Drawer filing cabinet in Portable 6	None	None	3 - Retire/Poor

List for large quantity items (if any)

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

Submitter Signature

Erin Snyder

## Site Admin Approval

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**Site Admin Signature**

*Tracy corbally*

## Director Approval

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**Director Signature**

*Brian D. Addicott*

## Business Services

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**Asst. Superintendent Signature**

Sign
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