

Property Transfer/Retirement Form

Type of request:

☒ Transfer ☐ Waste ☐ Recycle

Current Location

Otis Elementary

New Location

Other

Property Item Type

Furniture/ Equipment

Item Details

Qty	Item Description	Model/Serial Number	Asset Tag	Condition
30	student desks	-	-	2 - Fair
30	student chairs	-	-	2 - Fair
2	kidney tables	-	-	2 - Fair
2	adult desk chairs	-	-	2 - Fair
1	AUSD broken air purifier	-	-	3 - Retire/Poor
2	wooden bookshelf	-	-	2 - Fair
1	wooden play house for TK/K age	-	-	2 - Fair
1	double student table	-	-	2 - Fair

Submitter Signature

Manya Morris

Approvals

Site Admin Signature

Brian Dodson

Receiving Site Signature

Sign

Director Signature

Brian D. Addicott

Asst. Superintendent Signature

A handwritten signature in black ink, reading "Sharig Khar", is centered within a light gray rectangular box.

Submitted By: Morris, Manya

Date Submitted: 9/4/2025

Form #: 77054