

Alameda Unified School District

Fiscal Department: Purchasing
 2060 Challenger Drive, Alameda, CA 94501
 Phone 510.337.7087 Fax 510.337.2322

Property Transfer or Retirement Form

Fro Edison Elementary Boiler Room

Current Location

To: Storage

New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
3	trapezoid tables			2 Fair
4	filing cabinets - 3/4 drawers tall			2 Fair
3	double student desks			2 Fair
2	single student desks			2 Fair
13	student chairs			2 Fair
1	3 tier rolling cart for a TV			2 Fair

E-waste – Please Submit This Form to the Technology Dept.
 Furniture & Equipment – Please Submit This Form to MOF

Approved and Released by Site Administrator Signature:



Director Signature:



Forward Director Approved Form to Business Services

Chief Business Officer Signature: _____

BOE Consent Item Approval (Date): _____

Forward Form to Purchasing

Posted to Inventory Control by Purchasing (Date): _____

Condition Code:

1	Excellent
2	Fair
3	Poor-Retire