

**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 Haight - Media Center  
Current Location

To: E-Waste  
New Location

*All located in stairwell near kitchen*

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
1	(old) Monitors	Q78082280043		
1		CNK5121140		
1		CNK51212CZ		
1		Q78082280246		
1		Q78082280021		
1		CNK51212CC		
1		Q78082280334		
	variety of excess			
	headphones / cables / etc.			

**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: \_\_\_\_\_

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**Forward Director Approved Form to Business Services**

Chief Business Officer Signature: \_\_\_\_\_

BOE Consent Item Approval (Date): \_\_\_\_\_

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**Forward Form to Purchasing**

Posted to Inventory Control by Purchasing (Date): \_\_\_\_\_

Condition Code:

1	Excellent
2	Fair
3	Poor-Retire