

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

From: Lincoln Middle School

Current Location

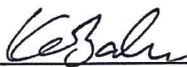
To: Furniture Retirement

New Location

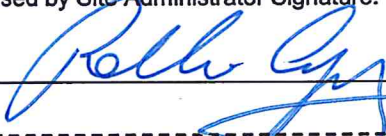
Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
13	Computer Lab Tables			3
6	Student Chairs			3
4	Large Tables			3
4	Metal Filing Cabinets			3
2	Old Couches			3
2	Rolling Teacher Chairs			3
2	Large Storage Cabinets			3
2	Student Desks			3
1	Chalkboard			3
1	Wooden Teacher Desk			2

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