

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: Maintenance Yard

Current Location

To: Retirement

New Location

| Quantity | Item Description | Model or Serial Number | AUSD Number | Condition |
|----------|------------------|------------------------|-------------|-----------|
| 1 | Truck | Vin #TGL259751383811 | 14 | 3 |
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**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 |