

## 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 WCDC

Current Location

To: Retire (broken)

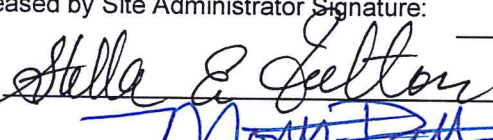
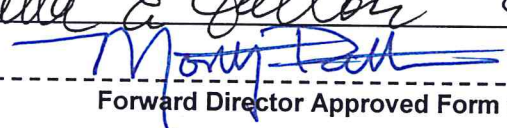
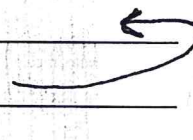
New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
1	Furniture (shelf)	N/A	N/A	3
1	Furniture (cabinet)	N/A	N/A	3

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:

Hella E. Seltzer (Teacher in Charge)   

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