

## 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: Nicci Woodward/Rob Slauson

Current Location

To: Edison Elementary - Basement

New Location

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
8	1' black plastic squares			Old
22sq ft	Pavers			Good
2	Wall dividers			Unknown
2	Plastic pallets (black)			Good
1	Television			Unknown
2	TV stands			Fair
1	Small beige cart			Fair
1	VCR			Unknown
2	Computers			Unknown
8	Monitors			Unknown

**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

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Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
2	Keyboards			Unknown
1	External drive			Unknown
1	Mouse			Unknown
1	Smartboard Bulb			Bad
2	Quickpads			Unknown
10	Various cables			Unknown
1	Modem			Unknown
1	Black rolling basket cart			Unknown

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