

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: Tracy Allcrotti - Encinal
Current Location

To: Retirement
New Location

WO# 43123

Quantity	Item Description	Model or Serial Number	AUSD Number	Condition
10-12	Attached side Tables to current computer tables located in Rm 405	n/a	n/a	poor

**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