

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PROPERTY/EQUIPMENT TRANSFER/LOCATION CHANGE**

Equipment/Property Pick Up Location: _____ / _____ Building _____ Room # _____
 Facility Name/Facility Number

LIST NUMBER OF PALLETS HERE: _____ Pallets

YOU MUST CONTACT THE WAREHOUSE MANAGER IN ORDER TO SCHEDULE PICK-UP OR DELIVERY OF PROPERTY. NO PICKUP OR TRANSFER WILL BE PROCESSED WITHOUT PROPERLY COMPLETED PAPERWORK.

CODES: EQUIPMENT (under \$1,000.00): Place an "E" in the PROPERTY RECORD NUMBER column
PROPERTY CONDITION JUSTIFICATION 1 = GOOD 2 = FAIR 3 = POOR COMPUTER or ELECTRONIC JUSTIFICATION A thru I (Reference Surplus Justification Checklist)

FUND	QTY	PROPERTY RECORD NUMBER	ASSET NUMBER	SERIAL NUMBER	DESCRIPTION	PROPERTY CONDITION/ JUSTIFICATION	DISPOSAL METHOD (Property Records Dept. Use Only)

TEXTBOOK LISTS MUST BE SUBMITTED ON THE SURPLUS TEXTBOOK FORM, ATTACHED TO THIS FORM AND APPROVED BY THE CURRICULUM DEPARTMENT REPRESENTATIVE (SIGNATURE MUST BE OBTAINED BEFORE PICKUP.)

Signature

SEPARATE AUTHORIZATION FOR TRANSFER/SURPLUS IS REQUIRED BY THE DIRECTOR RESPONSIBLE FOR THE ITEMS THAT FALL UNDER THESE CATEGORIES.

Property was purchased by district funds for vocational or exceptional education

Property was purchased with Fund 4 federal funds.

Administrator Signature / Print Name / Date

CHECK (√) TYPE OF TRANSFER:	COMPUTER EQUIPMENT ONLY
<input type="checkbox"/> SURPLUS PROPERTY TURNED OVER TO WAREHOUSE	COMPUTER HARD DRIVES HAVE BEEN:
<input type="checkbox"/> TRANSFER TO FACILITY NAME/FACILITY # BUILDING/ROOM #	<input type="checkbox"/> Erased
_____	<input type="checkbox"/> Removed (Attach Data Erasure Certificates)
	_____ Technician Signature

Property Released By: _____ / _____
 Administrator Signature Print Name Date

Property Picked Up By: _____ / _____
 Signature Print Name Date

Property Received By: _____ / _____
 Administrator Signature Print Name Date

Executive Director of Purchasing & Warehouse: _____ / _____
 (If Applicable) Signature Print Name Date

- PROPERTY RECORDS DEPT USE ONLY -

Board Meeting Date (for Approval To Surplus, Sell, Scrap or Junk): _____

_____ / _____
 Property Records Technician Signature Date