Miami-Dade County Public Schools
giving our students the world

ATTACHMENT B

PROPERTY ACCOUNTING
Mail Code 9999, SBAB, Room 656

OUTGOING CONTROLLED EQUIPMENT

SEE INSTRUCTIONS ON BACK

33946

TYPE OR PRINT NEATLY

TO BE COMPLETED BY SCHOOL OR DEPARTMENT

Sec. Cross Out Proper Box [X]

A

[1] Request Dispositon and Removal

[X] Transfer to Receiving Location# [ ][ ][ ][ ]

[3] Off-Campus Receipt

B

Location No. 1234

ORIGINATOR'S SCHOOL OR DEPARTMENT NAME: Sending School Name

Mo. 04 Day 02 Yr. 18

C

Property Control No.	DESCRIPTION OF PROPERTY Item Name - Mfr. Name	Purch. Categ. No.	Serial No. (If Any)	Acq'd. Mo.	Acq'd. Yr.	X out E	X out O	X out H	COST OR VALUE Dollars & Cents	Room Location
012345 6	Slicer									

D1 REASON FOR REQUESTING REMOVAL

[1] Damaged [2] Vandalized
[3] Obsolete [4] Surplus To Be Reissued
[5] Trade In/Salvage [X] Other (explain) _____

D2

	Signature	Title
ORIGINATOR	Manager's Signature + Employee #	
ADMINISTRATOR	Designee Signature + Employee #	

INSPECTOR

E REASON FOR DISPOSITION

[1] Damaged [2] Vandalized
[3] Obsolete [4] Surplus To Be Reissued
[5] Trade In/Salvage [6] Other (explain) _____

[X] OUT BOX
1 Audio-Visual
2 Business Mach.
3 Music
4 Vocational
5 Other

Confirmation Signature of Inspector

Mo. Day Yr.

F1 PICK-UP BY ("X" Appropriate Box.)

[ ] S & D [ ] Maint. [ ] SIU [ ] Other

Fill In Loc. No: 910215
Delivery - Location Name: Food + Nutrition
Mo. 04 Day 16 Yr. 18
Room:
Signature: F+N Driver's Signature + Employee #
Title:
Employee No.:

F2 RECEIVED BY ("X" Appropriate Box.)

[ ] S & D [ ] Maint. [ ] SIU [ ] Other

Fill In Loc. No: 516718
Final Destination - Location Name: Receiving School Name
Mo. 04 Day 16 Yr. 18
Room: CIAFIE
Signature: Manager's Signature + Employee #
Title:
Employee No.:

G OFF CAMPUS

[X] OUT BOX
[ ] A.V.
[ ] Music
[ ] Other

Purpose of Equipment Needed (Repair)

Used By

Title

Return Expected Mo. Day Yr.
Return Actual Mo. Day Yr.

Equipment Will Be Located At

School Principal or Administrator's Signature

Title

Mo. Day Yr.

FOR MAINTENANCE & STORES USE ONLY

H

Supv. Code	Work Order Approved?	Reject Code	Reviewers Initials	MAINTENANCE PROGRAM	Other Code	1st TRADE Code	1st TRADE Est. Labor Hrs. Mins.	2nd TRADE Code	2nd TRADE Est. Labor Hrs. Mins.	3rd TRADE Code	3rd TRADE Est. Labor Hrs. Mins.	4th TRADE Code	4th TRADE Est. Labor Hrs. Mins.
	Yes [ ] No [ ]			Equip. [3] Vehicles [4] Port Mv. [5] Oth. [6]									

I

TYPE WORK REQUESTED

Routine 1	Emer. 2	Prev. Maint. 3	CIF 4	Major Paint 5	Termite 6	Port Moves 7	Invent. 8	Other Code
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	

ORIGIN OF REQUEST

School 1	Maint. 2	Budget Item 3	Plant Fire 4	S.I.U. Other 5	Bldg. Comm. 6	Area List 7	S & D 8	Other Code
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	

J

Cross Out Proper Box [X]
[ ] Not Economical to Hold for Trade/Sale
[ ] Hold for Salvage/Disposal
[ ] Certification of Disposal
[ ] Satisfactory Repaired & Returned

REMARKS

Bid No. _____

Administrator's Signature

Title

Mo. Day Yr.

2000461

FM-1670 Rev. (03-01)

#4

33946