

**Miami-Dade County Public Schools
Department of Food and Nutrition
Outgoing Controlled Equipment Form (FM-1670)**

Disposal of Property from a School Site to Richards Warehouse:

- The originating location food service manager/satellite assistant or designee completes.
- Section A, B, C, D1 and D2 on the Outgoing Controlled Equipment (OCE) form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete Property Control Number (PC#) and/or serial number or the word “none” if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off Reason for Requesting Removal depending on the status of the equipment.
 - D2: Originator’s signature and employee number and administrator/designee’s signature and employee number are required.
- Section E should be completed by the Maintenance inspector/technician if replacement is required.
- Section F1 is completed by the vendor when the equipment is picked up.
- The vendor will verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) and blue copy (#4) with the food service manager/satellite assistant or designee.
- Section F2 Once is completed by Richards’ Warehouse personnel once the equipment is delivered. Richards’ Warehouse personnel keep the pink copy (#2) and forward the green copy (#1) to Property Accounting.

See sample of completed OCE form ([Attachment A](#)).

**Miami-Dade County Public Schools
Department of Food and Nutrition
Outgoing Controlled Equipment Form (FM-1670)**

Transferring Equipment from School to School:

- The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #)
 - B: Complete school location #, school name, and date
 - C: Complete Property Control Number (PC#) and/or serial number or the word “none” if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off Reason for Requesting Removal depending on the status of the equipment.
 - D2: Originator’s signature and employee number and administrator/designee’s signature and employee number are required.

- When equipment is picked up, F&N personnel completes section F1.
- F&N personnel will verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the originating location’s food service manager/satellite assistant or designee.
- Receiving location food service manager/satellite assistant or designee completes section F2 and keeps blue copy (#4) for their records.
- F&N personnel will keep the pink copy (#2) for their records.
- F&N personnel will send the green copy (#1) to Property Accounting to record the transfer.

See sample of completed OCE form ([Attachment B](#)).

**Miami-Dade County Public Schools
Department of Food and Nutrition
Outgoing Controlled Equipment Form (FM-1670)**

Transferring Equipment from a School to the Department of Food and Nutrition (F&N):

- The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete Property Control Number (PC#) and/or serial number or the word “none” if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off Reason for Requesting Removal depending on the status of the equipment.
 - D2: Originator’s signature and employee number and administrator/designee’s signature and employee number are required.
 - When equipment is picked up, Food and Nutrition personnel completes section F1.
- When equipment arrives at Food and Nutrition, Food and Nutrition personnel complete section F2.
- Food and Nutrition personnel will verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the food service manager/satellite assistant or designee.
- Food and Nutrition personnel will send the green copy (#1) to Property Accounting to record the transfer and keep the blue copy (#4) and pink copy (#2) on file.

See sample of completed OCE form [\(Attachment C\)](#).

**Miami-Dade County Public Schools
Department of Food and Nutrition
Outgoing Controlled Equipment Form (FM-1670)**

Transferring Equipment from School to Maintenance for Repair:

- The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete the PC# and/or serial number or the word “none” if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off the Reason for Requesting Removal depending on the status of the equipment.
 - D2: Originator’s signature and employee number and administrator/designee’s signature and employee number are required.
- Maintenance inspector/technician completes sections F1 and F2.
- Maintenance inspector/technician should verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the originating location’s food service manager/satellite assistant or designee.
- Maintenance inspector/technician should send the green copy (#1) to Property Accounting to record the transfer and keep the blue copy (#4) and pink copy (#2) on file.

See sample of completed OCE form ([Attachment D](#)).

Transferring Equipment from the Department of Food and Nutrition to a School:

- F&N personnel completes Section A, B, C, D1, D2 and F1 on the OCE form.
- Receiving location food service manager/satellite assistant or designee completes section F2 and keeps blue copy (#4) for their records.
- F&N Personnel keeps yellow copy (#3) and pink copy (2) for their records.
- F&N personnel will send the green copy (#1) to Property Accounting to record the transfer.

See sample of completed OCE form ([Attachment E](#)).