

**Tucson Unified School District
Asset Management**
2050 E. Winsett, Tucson, AZ. 85719
(520) 225-4899

PROPERTY LOSS/DISPOSAL/TRANSFER REPORT

SCHOOL/ DEPT _____ SITE CODE NO. _____

FILLED OUT BY _____ CONTACT PERSON _____ TEL # _____

CHECK ONE: TRADE TRANSFER LOST DESTROYED OBSOLETE SURPLUS REPAIR & RETURN

DOES PROPERTY & FURNITURE CONTROL NEED TO PICK-UP YES NO

FROM: _____ TO: _____

SPECIAL INSTRUCTIONS: _____

*For equipment that has been stolen, you should notify appropriate law enforcement agencies IMMEDIATELY and fill out Form 616. For equipment that has to be evaluated, you should fill out Form 660. Requests for additional furniture/equipment must be submitted in writing to the A.M. office.

Business Unit and Asset I.D. No.	Qty.	Description (Include Model No.)	Serial No.	Item Delivered to Surplus Control	
				WHS	WHS

See Attached For Additional Items YES NO

Reason for Disposal/ Other Comments: _____

SIGNATURE _____ DATE _____
Principal/ Department Head

SIGNATURE _____ DATE _____
Property & Furniture Control Representative

FOR A.M. USE ONLY

WORK ORDER # _____