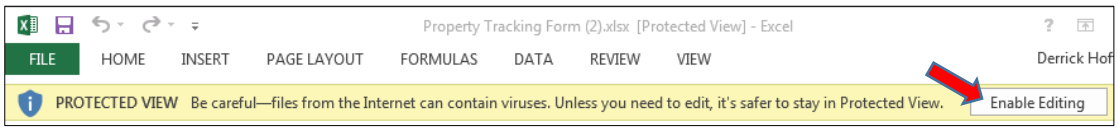
Property Tracking – Transfers · Surplus · Disposal

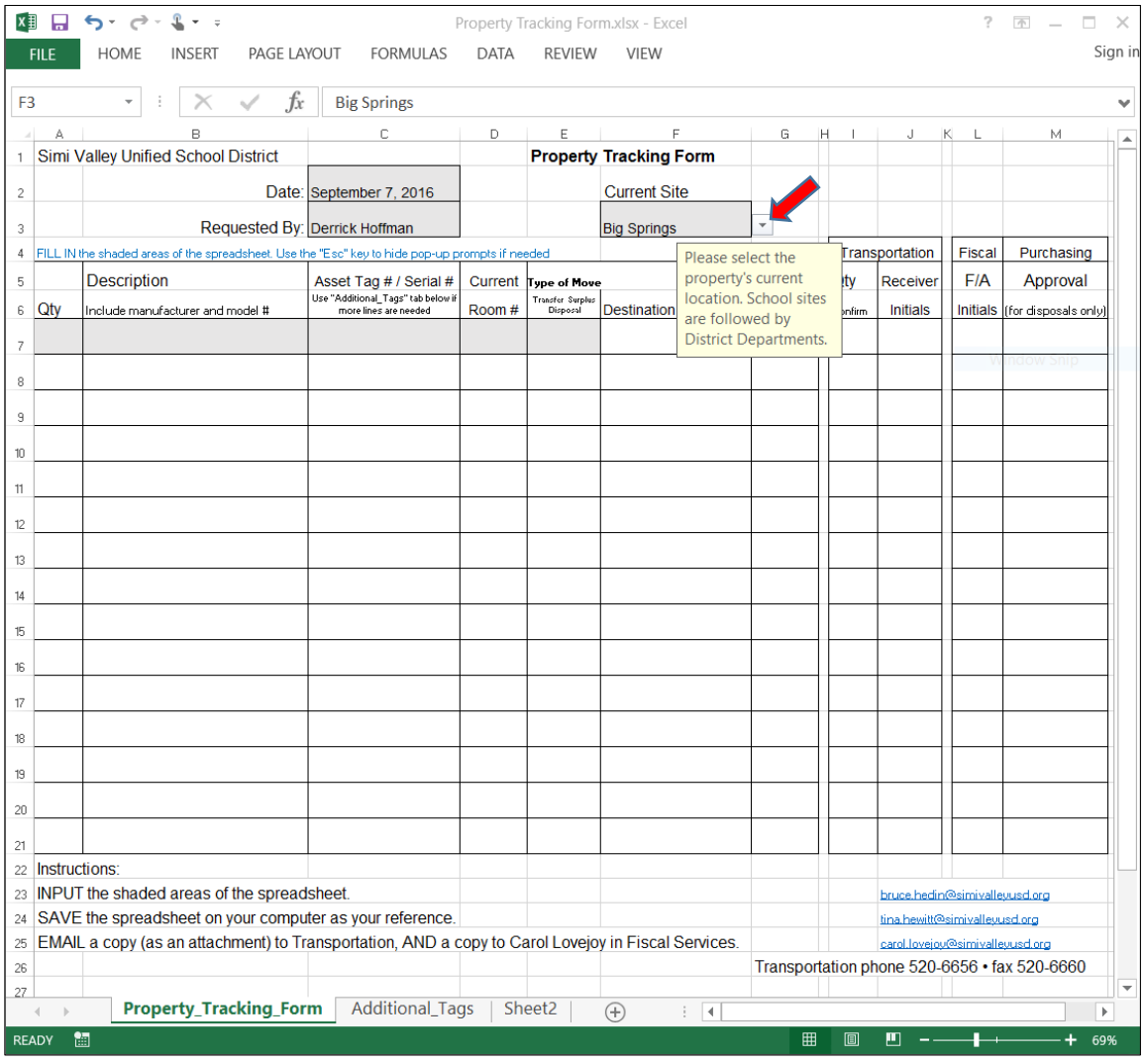
Step 1: Download the Property Tracking Form from the Purchasing webpage. *Filling in the form electronically is preferred*. However, you are welcome to use the "pdf" version, manually filling in the required fields, and following the remaining instructions detailed below.

Note: Click "Enable Editing"



Step 2: Fill in the shaded area for "Date", "Requested By" (your name), and "Current Site" (location where property is to be picked up from – *select from list after clicking on down-arrow*).

Tip: Click "Esc" to hide prompts.



Step 3: Fill in the shaded area with the property information.

	Qty	Description Include manufacturer and model #	Asset Tag # / Serial # Use "Additional_Tags" tab below if more lines are needed	Current Room #	Type of Move Transfer Surplus Disposal	Destination Site	Room #
7	5	Virco 9000 Student Chair, Blue seat with chrome frame		Library	Transfer		
8							
9							
10							
11							

Please select the type of move using the drop-down arrow.
Transfer (site to site)
Surplus
Disposal

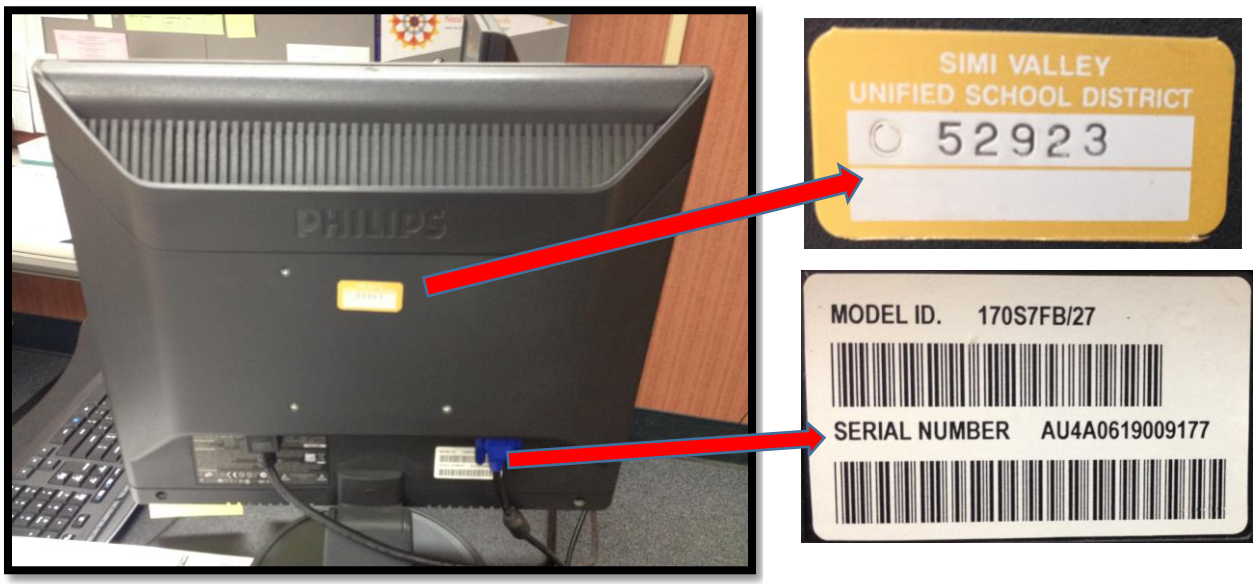
Quantity: A number from 1 to 999
Description: Include manufacturer and model number if known, along with a detailed description.
Asset Tag # / Serial #: (*discussed below*)
Current Room: Location at current site.
Type of Move: (*Select from list after clicking on down-arrow*)

Transfer: Moving from one location to another.
Surplus: Moving to the District's surplus property storage location.
Disposal: Moving to the District's surplus property storage location, pending disposal.

Note: "Transfer" will prompt (via shading) for a "Destination Site" (location where property is to be brought to – *select from list after clicking on down-arrow*) and "Room #".

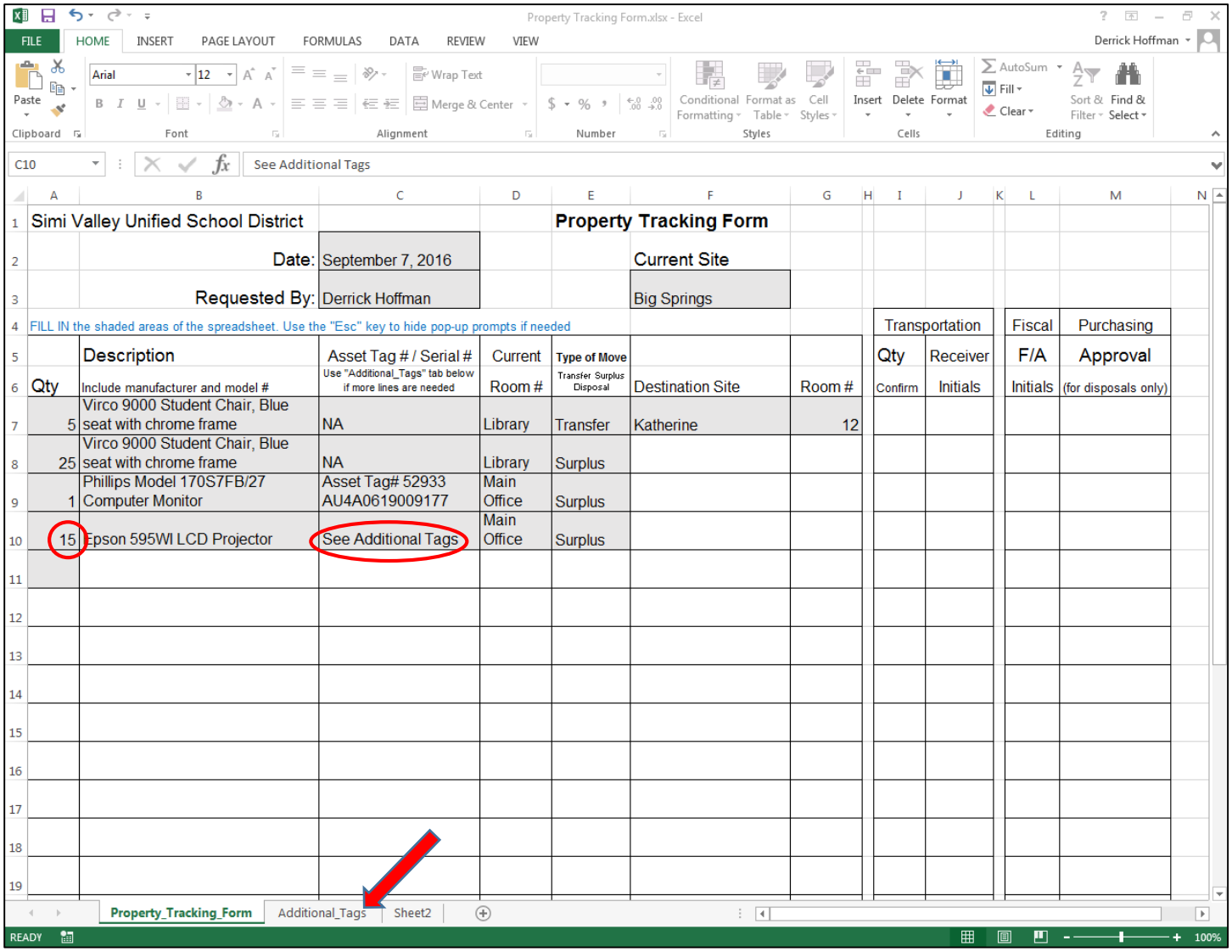
	Qty	Description Include manufacturer and model #	Asset Tag # / Serial # Use "Additional_Tags" tab below if more lines are needed	Current Room #	Type of Move Transfer Surplus Disposal	Destination Site	Room #
7	5	Virco 9000 Student Chair, Blue seat with chrome frame		Library	Transfer	Katherine	12
8	25	Virco 9000 Student Chair, Blue seat with chrome frame		Library	Surplus		

Asset Tags and Serial Numbers: Carefully inspect **EVERY ITEM** for an Asset Tag or Serial Number. If either or both are present, include them as part of the property information. Use the "Additional Tags" page if more lines for Asset Tags or Serial Numbers are needed. **If neither are present, enter "NA".**



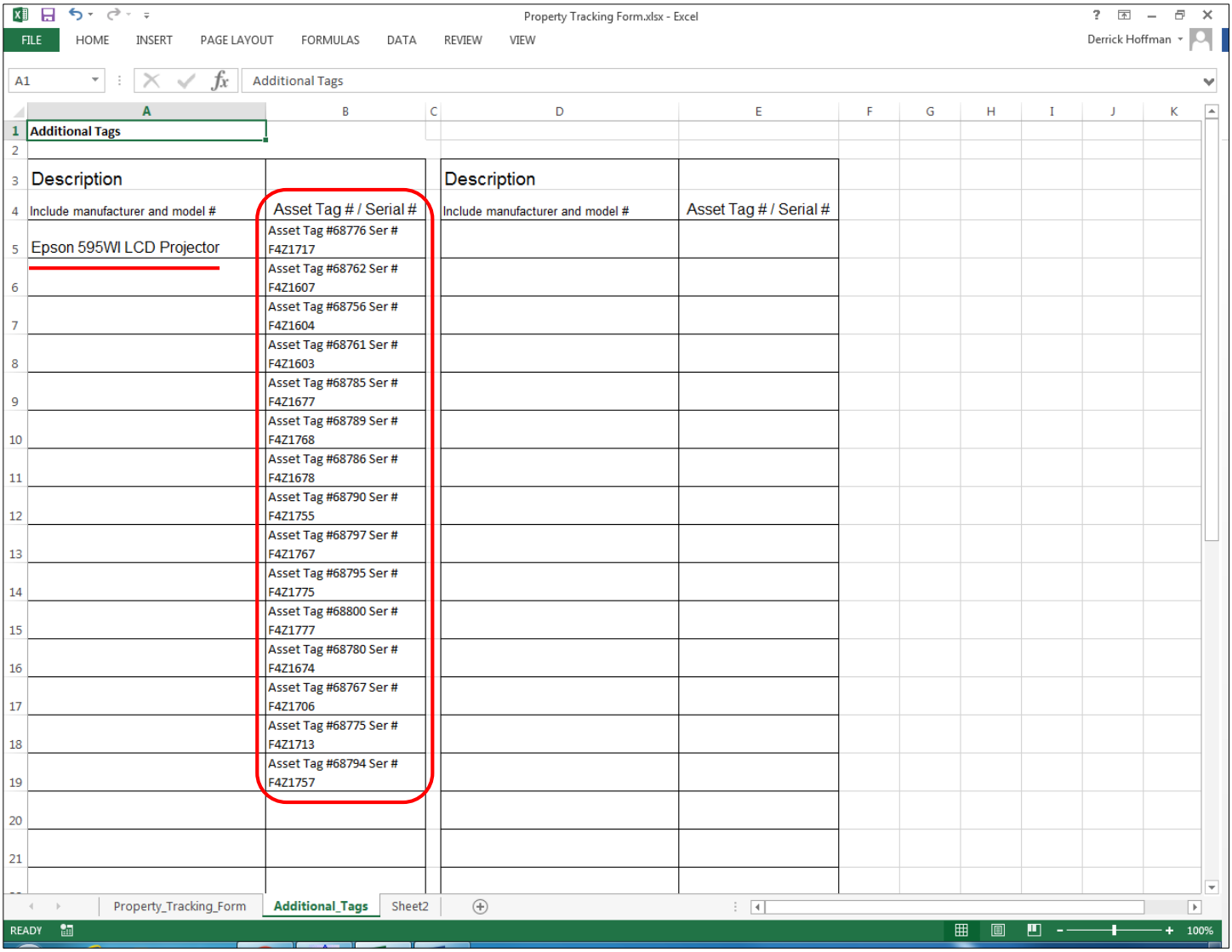
	Qty	Description Include manufacturer and model #	Asset Tag # / Serial # Use "Additional_Tags" tab below if more lines are needed	Current Room #	Type of Move Transfer Surplus Disposal	Destination Site	Room #
7	5	Virco 9000 Student Chair, Blue seat with chrome frame	NA	Library	Transfer	Katherine	12
8	25	Virco 9000 Student Chair, Blue seat with chrome frame	NA	Library	Surplus		
9	1	Phillips Model 170S7FB/27 Computer Monitor	Asset Tag# 52933 AU4A0619009177	Main Office	Surplus		

Click on “Additional Tags” to change pages if needed.

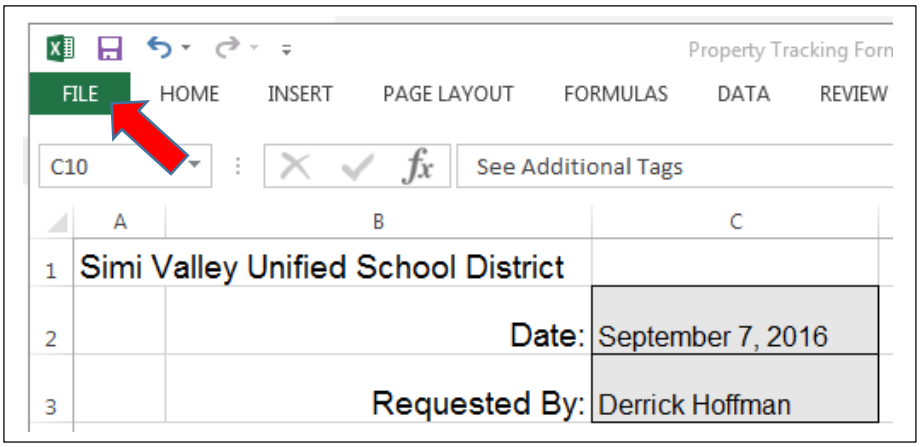


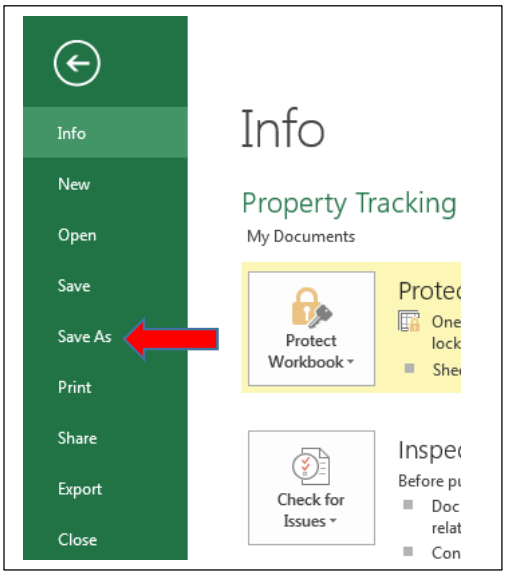
	Qty	Description Include manufacturer and model #	Asset Tag # / Serial # Use "Additional_Tags" tab below if more lines are needed	Current Room #	Type of Move Transfer Surplus Disposal	Destination Site	Room #	Transportation Qty Confirm	Transportation Receiver Initials	Fiscal F/A Initials	Purchasing Approval (for disposals only)
7	5	Virco 9000 Student Chair, Blue seat with chrome frame	NA	Library	Transfer	Katherine	12				
8	25	Virco 9000 Student Chair, Blue seat with chrome frame	NA	Library	Surplus						
9	1	Phillips Model 170S7FB/27 Computer Monitor	Asset Tag# 52933 AU4A0619009177	Main Office	Surplus						
10	15	Epson 595WI LCD Projector	See Additional Tags	Main Office	Surplus						

Fill in the description of the item, along with whatever Asset Tag and/or Serial Number information exists.
Verify that the number of Asset Tags and/or Serial Numbers provided matches the quantity.

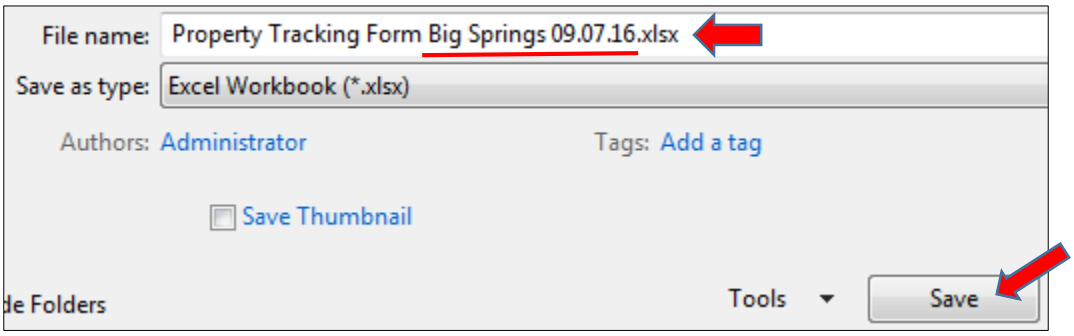


Step 4: Save a copy by clicking "FILE" in the upper-right corner, then click "SAVE AS".





Determine where you want to save a copy of the form for future reference, and give the file a name by **adding the Current Site and Date**. Click "Save".



Step 5: Email, as an attachment, a copy of the file to the following recipients:

propertytracking@simivalleyusd.org

Note: Use your file name as the SUBJECT LINE for the email.

