Property Transfer Procedure

Download and complete the **"Property Tracking Form (Excel)"** from the District's Purchasing webpage (handwritten forms will NOT be accepted).

Completing the Property Transfer Form

- Include any Asset Tag #'s or Serial Numbers found on the items to be transferred or disposed of.
- Small miscellaneous items may be listed with a general description, such as "various handheld CD players" or "computer keyboards and accessories".
- Asset-Tagged items or large items such as computers, monitors and printers should each be listed as a separate line item on the form. It is acceptable to combine like items on the same line, as long as all asset tags and serial numbers are included. Also, you may combine similar items such as desks, chairs and tables on the same line.
- Any Asset-Tagged item being transferred to a different location or noted for disposal will be updated in Escape by the Purchasing Department.

Submitting the Property Transfer Form

- Email the completed Property Transfer form to propertytracking@simivalleyusd.org. Please email the Excel spreadsheet - NOT a PDF.
- The subject line of your email must read: "Property Transfer for (School Name)"
- The warehouse will then print the form and schedule the pickup with site staff (most likely on the same day as their scheduled delivery). When necessary, the warehouse will send a second truck for larger transfers.
    - The transfer driver will perform an inspection to ensure that the items listed on the transfer form are in fact the items being picked up. The items will then be brought back to the Warehouse for verification of Asset Tags. In the case of a transfer between school locations, the transfer driver may elect to bypass the warehouse and take the items directly to the destination location. Once unloaded at the warehouse, Technology items will be reviewed by the I.T. Department, differentiating those items that should be considered surplus from those that have no further value and should be E-wasted. E-waste items will be consolidated in bins at the warehouse awaiting pickup by a qualified E-waste service provider, while surplus and disposal items will be sent to Transportation for future deployment or pickup by the District's auction company. Either the Warehouse Supervisor or Purchasing Director will determine whether an item should be considered surplus or disposed of via auction/E-waste.

Cumulative File Transfers

End of year Cumulative file transfers must be done on a Property Transfer form.

- When completing the form, note the number of boxes and which school it is being picked up from and the destination school site.
- Label each box clearly with the destination school site.
- Email the completed Property Transfer form to propertytracking@simivalleyusd.org. Please email the Excel spreadsheet - NOT a PDF.
- The subject line of your email must read: "Property Transfer for (School Name)"