

PINELLAS COUNTY SCHOOLS
EXCHANGED PROPERTY

Instructions

This form is to be used in the case of a vendor exchange for property that has been issued a district property tag at no additional cost. **All vendor documentation supporting the transaction must be attached to this form upon submission to the Auditing & Property Records Department.**

This procedure supports SBE Rule 6A-1.001; Florida Administrative Code, Rule 69I-73; Florida Statutes 274.02, 274.03, 274.04, 1010.01, GAAP requirements, and Board Policy 7320, 7450, and 7455.

TO: Property Records Department

FROM: _____ TITLE: _____
(Print Name)

COST CENTER NAME: _____

COST CENTER NUMBER: _____ PHONE NUMBER: _____

SUBJECT: **Exchanged Property**

EXCHANGED PROPERTY INFORMATION

I am requesting that a new property tag be issued for property that is being exchanged by the vendor and the old property removed from our inventory. **(If possible, the tag has been removed from the equipment being exchanged and is attached to this sheet.)**

PCSB Property Tag number: _____
Property Serial Number: _____
Property Description: _____
Building Number: _____ Room Number: _____
Removed by: _____
(Print Name)
Title: _____
Department: _____

Vendor Replacement Information

Serial Number: _____
Description: _____
Installed by: _____
(Print Name)
Title: _____
Department: _____

For Property Records Department Use Only (Do not write)

PCSB Property Tag Number Issued: _____
Property Tag Issue Date: _____

TAGGED BY: _____
Signature Printed Name Date

Return Copy To: Auditing & Property Records Department