PROPERTY RECEIPT FORM - PROP 4

Orange County Public Schools

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This form is to be filled out whenever property is transferred between OCPS work locations or property is assigned to employees

Transfer From: _____ Center # _____ Phone # _____
School/Work Location

Approved for pickup/transfer by: _____ _____
Property Custodian Personnel #

Released by: _____ _____
Property Manager Personnel #

Reason for Transfer/turn-in:

☒ Transfer To Work Location Name: _____ W/L#_____

☐ Equipment Repair To: _____ Vendor # _____

☐ Temporary Loan To: _____ Personnel # _____

☐ Official use at home/off site: (Car or Homeowners insurance may not include coverage for non-personal assets) From Date: ____/ /____ To Date: ____/ /____

☐ Excess/Surplus

☐ Donation To: _____ (Surplus Use Only)

☐ Other (Specify): _____

Item # (Surplus Only)	Qty	Fixed Asset # (Required for capital assets)	Description	Serial # (Required for Capital Assets)	Condition	Location
						University East

Please understand that by signing this property receipt form you agree to accept responsibility for the care and safeguarding of the identified property against loss, damage, or undue depreciation as stated in School Board Policy: DID, Inventories and Property Records. If, as a result of your negligence, school board equipment is lost, damaged, or stolen, you agree to be responsible for the District's replacement cost or repair cost for the equipment, as stated in the Property Accounting Procedures Manual.

The person picking up the property will sign, date and leave a copy of this form with the school/department

Picked up by: _____ Personnel #_____ Date____/ /____

Delivered to: _____ Personnel #_____ Date____/ /____

Received by: _____ Personnel #_____ Date____/ /____

Special Instructions

Send this form to SurplusOperations@ocps.net to schedule the items to be picked up. Send a signed, final copy to PropertyAccounting@ocps.net for documentation.