

Alachua County Public Schools
Finance Department
Tangible Property Movement Form

Voucher # _____

The physical movement of the tangible property listed below has been completed. The property records must be adjusted to reflect the movement as listed.

BPI Property No. Used	ACPS Property No. Being Used	Description of Property	Property Moved <u>FROM</u> School (Name or No.)	Property Moved <u>TO</u> School (Name or No.)	TO: Bldg. #, Rm. #	Reason for Movement
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*** Movement Category ***

- | | | |
|-------------------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Uneconomical to Repair | <input type="checkbox"/> Obsolete | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Fair Wear and Tear | <input type="checkbox"/> Stolen | <input type="checkbox"/> Traded |
| <input type="checkbox"/> Cannibalized | | |

Note: This form is designed for Tangible Property movement and/or replacement by anyone who moves property within the ACPS district. This form must be forwarded to the Property Control Department (Physical Distribution) IMMEDIATELY after movement is completed.

Physical Movement: _____ Date: _____
Initiator's Signature

Site Representative: _____ Date: _____
Authorized Signature

Property Records: _____ Date: _____

Driver Signature: _____