Voucher # _____

Alachua County Public Schools
Property Control

# Tangible Property Movement Form

***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 FROM School (Name or No.) | Property Moved TO School (Name or No.) | TO: Bldg. #, Rm. # | Reason for Movement |
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*** Movement Category ***

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|---|---|---|
| Uneconomical to Repair | Obsolete | Transfer |
| Fairware and Tear | Repair Only | Traded |
| Loan | | |

*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: _____ Site Representative: _____ Date: _____
*Initiator's Signature* *Authorized Signature*

Property Records: _____ Date: _____ Driver Signature: _____

Form No: DIS 718-001 –Tangible Property Movement Form.doc
New Date: 6/13/17

Distribution: ___ PDC (Property Control)
___ Receiver
___ initiator/Originator