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

*** Movement Category ***

- ☐ Uneconomical to Repair
- ☐ Fair Wear and Tear
- ☐ Cannibalized
- ☐ Obsolete
- ☐ Stolen
- ☐ Transfer
- ☐ Traded

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:_____

Form No: FIN-2425-004 – Tangible Property Movement Form / Finance
New Date: 10/2/24