The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer

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emoval Assistance Require		ncipal / Director authorization	signatures requiredy		Submit Surplus / Trar		
Locatio	on Name: t Name:			Receiving Location # Location Name: Contact Name: Phone #:	:		
BPI Number Refer to Asset download as r	Record	Serial Number	Model Number		Equipment Description	Obsolete	Broken
uipment Transfer / rplus Approved by:		Director (per Policy 3204)	Date: /	/ Released by: _	Please Print Name, Title	Date: _	/_
ceipt of Transfer knowledged by:			Date: /	/			
m(s) Delivered by:		Director (per Policy 3204)	Data: /	1			
m(s) Delivered by.		e Print Name, Title	Date /	/			

Form 3290A Rev. 07/08

^{*} Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).

<u>Instructions for completing the Capital Assets Activity Form</u> 3290a Surplus Declaration / Transfer

Check **SURPLUS** or **TRANSFER** if items are to be removed from a location

- o Surplus When removing obsolete, unusable assets.
- <u>Transfer</u> -When transferring items from one location to another School Board of Broward County location.
- Removal assistance required By checking the box, locations are requesting transfer assistance from the Supply Management & Material Logistics B-stock Department (754-321-2850).

Information on fields:

- A. **Issuing Location #-**Four digit number identifying location initiating the request.
 - **Location Name –** Enter full name of school or department.
 - **Contact Name** Print name of the person at the location to contact if questions develop.
 - **Phone #–** Enter phone number of contact person at the location.
- B. **Receiving Location #** -Four digit number identifying location receiving the equipment.
 - **Location Name** Enter full name of school or department.
 - **Contact Name-**Print name of the person at the location to contact if questions develop.
 - **Phone #** Enter phone number of contact person.
- **C. BPI Number** (if applicable) Identifying number assigned by Financial Reporting- Capital Assets Division, refer to Master File of Assets Record Download (PNI 811) as needed.
- **D. Serial Number** Enter manufacturer's serial number, to Master File of Assets Record Download (PNI 811) as needed.
- E. Model Number Enter model number of item.
- F. Equipment Description Brief description of item as listed in the Master File of Assets.
- G. **Equipment Transfer/Surplus Approved by –** Signature of Principal / Department Director authorizing the transfer or surplus disposal of assets for a designated location.
 - **Date** Enter the date on which the Principal / Department Director approves the transfer or surplus of the asset(s).
- H. **Equipment Transfer/Surplus Released by** Signature of person/location contact present when releasing the asset for physical removal from a location to a School Board approved removal agent, Print Name.
 - **Date** Enter date the transfer/surplus was released.
- I. **Transfer Received By** Signature of Principal / Department Director recognizing receipt of the transferred item(s) into the newly assigned location.
 - Date Enter date the transfer was received.
- J. Transfer Delivered By Signature of person delivering transferred item, Print Name.
 - **Date** Enter the date the transfer was delivered.

NOTE: A Verification document of removal/pick-up should be obtained by the location from the SBBC approved removal agent and retained for Audit Purposes (SURPLUS).