

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.

ACPS Property No. Being Used	Description of Property	Property Moved FROM School Name or No.	Property Moved TO School Name or No.	TO: Building # Room #	Reason for Movement *
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*** Movement Category ***

- | | | |
|------------------------|-------------------|----------|
| Cannibalized | Obsolete | Transfer |
| Uneconomical to Repair | Fairware and Tear | Traded |
| Repair Only | 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: _____