



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

MIS Form #212  
Rev. 10/10

## REPORT OF ACQUISITION, TRANSFER, OR DISPOSITION OF PROPERTY

Date: \_\_\_\_\_

I request the following action be reflected for tangible personal property in my custody. Please check appropriate box(s).

**ACQUISITION:**

Internal Funds  
(attach PO / Invoice)

Gift or Donation  
(attach letter of  
acknowledgement)

**DISPOSITION:**

Junked for Recycling  
 Missing/Stolen (attach police report)

Vendor Exchange

Trade-In (attach P.O.)

**TRANSFER TO:**

\_\_\_\_\_  
Cost Center Number                      Cost Center Name

Conservation and Recycling Operations (CRO)  
(Goldenrod copy is retained by the transferring cost center.  
Forward top three remaining copies to CRO for processing.)

**METHOD OF TRANSFER:**

Distribution Services pick-up

District Personnel Name: \_\_\_\_\_

Grant \_\_\_\_\_ (If these items were purchased with Grant funds, please identify the project number on the line provided.)

**RELEASED BY:**

\_\_\_\_\_  
Cost Center Number

\_\_\_\_\_  
Cost Center Name

\_\_\_\_\_  
Cost Center Signature (Administrator or Designee)

Bar Code ID (BCID)	Detailed Description (include manufacturer)	Serial Number	*** Hardware Configuration	Purchased Date	Reason for Disposal	For District Use Only

**RECEIVED BY:**

\_\_\_\_\_  
Cost Center Number

\_\_\_\_\_  
Cost Center Name

\_\_\_\_\_  
Cost Center Signature (Administrator or Designee)

This form must be signed by the transferring and receiving cost centers. In the absence of both signatures, the tangible personal property will remain on the transferring cost center's inventory. **As the transferring Administrator or Designee, it is your responsibility to verify the accuracy of this form and the ownership of the Bar Code ID.**

**CRO DEPARTMENT:** Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing. Upon Board approval, CRO sends the MIS#212 to Distribution Services. Upon pick-up/delivery the receiving cost center signs the form and retains the pink copy (with both signatures). The remaining two copies are sent to CRO for distribution of copies to Property Control. \*\*\*Hardware Configuration relates to CPU/RAM/HD.

**DISTRICT PERSONNEL:** When equipment is transferred in personal or District vehicles, District personnel are responsible for processing paperwork.

**Distribution**

**Services:** Date Picked Up: \_\_\_\_\_ Driver's Signature: \_\_\_\_\_ Date Delivered: \_\_\_\_\_ Driver's Signature: \_\_\_\_\_