

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

\*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required       YES     NO

Issuing Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

<b>BPI Number</b> <i>Refer to Asset Record download as needed</i>	<b>Serial Number</b>	<b>Model Number</b>	<b>Equipment Description</b>	<b>Obsolete</b>	<b>Broken</b>

Equipment Transfer / Surplus Approved by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_      Released by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
Principal / Director (per Policy 3204)      Please Print Name, Title

Receipt of Transfer Acknowledged by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
Principal / Director (per Policy 3204)

Item(s) Delivered by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
Please Print Name, Title

**Instructions for completing the Capital Assets Activity Form  
3290a Surplus Declaration / Transfer**

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

- **Surplus** - When removing obsolete, *unusable* assets.
- **Transfer** -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.
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- 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.
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- 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).**