San Mateo-Foster City School District

DISPOSAL OR TRANSFER OF EQUIPMENT

All personal property belonging to the San Mateo-Foster City School District must be declared surplus to the needs of the district before it can be disposed of or sold. Complete this form and forward it to M & O.

Decal #	*Description*	*Serial #*	*Condition*	*Approx. Value*
	GBC Heat Seal Laminator	TE01938G	unusable	
	" " "	KDM 8121	unusable	

Instructional Materials Ctr.
School / Department / Program Fcl Services.

Heather 12/20/17
Signature of Principal / Manager Date

Signature of Fiscal Services Administrator 1/8/2018 Date

Date approved by the Board of Trustees

Inventory records updated

For Maintenance & Operations Use Only

☐ **Disposal** ☐ **Transferred to** _____ **(School/Department)**

☐ **Storage** ☐ **Other** _____

White copy: Fiscal Services	**Yellow Copy: FS will send back to School / Department**	**Pink copy: M & O**