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*
36492	Electronic Calculator Victor 1560	906-39074290	Not working	ϕ
	Electronic Calculator Victor 860	6881556	Not working	ϕ
	Printing Calculator Casio DL-220A	1297864	Not working	ϕ
	Electronic Calculator Sharp EL2630	9D238493	Not working	ϕ
	Electronic Calculator Sharp EL2630G	3C021245	Not working	ϕ

Fiscal Services/Business
School / Department / Program

Christine Mclerg 1/25/18
Signature of Fiscal Services Administrator Date

Carol Ch 1/25/18
Signature of Principal / Manager 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**