

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 to Cristina Winter and Robyn Chelsea-Seifert.

Decal #	Description	Serial #	Condition	Approx Value
07122	Epson 460	MSAF0Y0058L	DAMAGED	\$0
06857	Epson 460	MSAF090423L	DAMAGED	\$0
05131	Dell Optiplex 755	00144-050-934-601	DAMAGED	\$0
05134	Dell Optiplex 755	00144-050-934-600	DAMAGED	\$0
N/A	Dell Optiplex 755	N/A	DAMAGED	\$0
N/A	Dell Monitor	N/A	DAMAGED	\$0
05151	Dell Optiplex 755	00144-050-935-592	DAMAGED	\$0
05147	Dell Optiplex 755	00144-050-935-590	DAMAGED	\$0
N/A	Dell Optiplex 755	00144-343-658-106	DAMAGED	\$0
N/A	Dell Optiplex 755	00144-050-935-590	DAMAGED	\$0
N/A	Dell Optiplex 755	00144-343-658-106	DAMAGED	\$0
05140	Dell Optiplex 755	00144-050-935-594	DAMAGED	\$0
05587	Dell Optiplex 755	00144-475-844-556	DAMAGED	\$0
N/A	H/P Printer	N/A	DAMAGED	\$0
N/A	H/P Printer	N/A	DAMAGED	\$0
N/A	Panasonic VCR	N/A	DAMAGED	\$0
N/A	Netgear Wireless Router	N/A	DAMAGED	\$0

LAUREL ES
School / Department / Program

C. Seifert 4/30/19
Signature of Fiscal Services Administrator Date

[Signature]
Signature of Principal / Manager Date

Date approved by Board of Trustees

Inventory records updated _____

For Maintenance & Operations Use Only

<input type="checkbox"/> Disposal	<input type="checkbox"/> Transferred to _____ (School Department)
<input type="checkbox"/> Storage	<input type="checkbox"/> Other _____

<input type="checkbox"/> : Fiscal Services	<input type="checkbox"/> : FS will send back to School / Department	<input type="checkbox"/> : M & O
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JUNE 14 2019

San Mateo-Foster City School District

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Decal #	Description	Serial #	Condition	Approx Value
n/a	LG Flatron monitor #06	103TPKN0D789	Damaged	\$0
n/a	LG Flatron monitor #16	103TPFX0D843	Damaged	\$0
n/a	LG Flatron monitor #04	103TPZK0D805	Damaged	\$0
n/a	LG Flatron monitor #03	103TPRW0D846	Damaged	\$0
n/a	LG Flatron monitor #09	103TPTM0D857	Damaged	\$0
n/a	LG Flatron monitor #01	103TPCA0D851	Damaged	\$0
n/a	LG Flatron monitor #18	103TPQJ0D804	Damaged	\$0
n/a	LG Flatron monitor #05	103TPUU0D790	Damaged	\$0
n/a	LG Flatron monitor #07	103TPNY0D815	Damaged	\$0
n/a	LG Flatron monitor #08	103TPWQ0D865	Damaged	\$0
n/a	LG Flatron monitor #17 with speaker	103TPHG0D849	Damaged	\$0
n/a	LG Flatron monitor #13 with NComputing	103TPED0D788	Damaged	\$0
n/a	LG Flatron monitor #14 with NComputing	103TPPB0D824	Damaged	\$0
n/a	LG Flatron monitor #11 with NComputing	103TPNY0D839	Damaged	\$0
n/a	LG Flatron monitor #12 with NComputing	103TPMZ0D787	Damaged	\$0
n/a	Dell monitor & speakers	CN-6WH1320-46633-746-4081	Damaged	\$0
n/a	Dell Optiplex 745 desktop MH-RM-07X	70YVXC1	Damaged	\$0
05854	Dell Optiplex 990 desktop SMFC-NC02	00049261	Damaged	\$0
05855	Dell Optiplex 990 desktop SMFC-NC03	00026979	Damaged	\$0
n/a	Dell Vostro 410 desktop	7TLZDH1	Damaged	\$0
20051	HP Deskjet 6540 printer	MY4A43R0VK	OLD	\$0

Meadow Heights Elementary School

School / Department / Program

Stephanie Trautman 6/14/19

Signature of Principal / Manager

Date

Signature of Fiscal Services Administrator

Date

Date approved by Board of Trustees

Inventory records updated

For Maintenance & Operations Use Only

☐ Disposal

☐ Transferred to

(School Department)

☐ Storage

☐ Other

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		Description	Serial #	Condition	Approx Value
QTY	Decal #				
1	33508	Overhead Projector	N/A	damaged	\$0
1	08826	Mac Mini computer	C09HJYCDJDO	damaged	\$0
1	09215	Mac Mini computer	C07K1B48DWYL	damaged	\$0
1	08823	Mac Mini computer	CO97HJ80ADJDO	damaged	\$0
1	08825	Mac Mini computer	CO7HJ801DJDO	damaged	\$0
1	09217	Mac Mini computer	CO7K19FDWYL	damaged	\$0
1	09216	Mac Mini computer	CO7K1A9ZDWYL	damaged	\$0
1	08821	Mac Mini computer	CO7HJ60ADJDO	damaged	\$0
1	08822	Mac Mini computer	CO7HJ7XLDJDO	damaged	\$0
1	09212	Mac Mini computer	CO7K1B7YDWYL	damaged	\$0
1	08824	Mac Mini computer	CO7HJ7Z3DJDO	damaged	\$0
1	09218	Mac Mini computer	CO7K1AODDWYL	damaged	\$0
1	08819	Mac Mini computer	CO7HJ7VUDJDO	damaged	\$0
1	N/A	Mac Mini computer	CO7HU7VUDJDO	damaged	\$0
1	N/A	Mac Mini computer	YMB0565TYL1	damaged	\$0
1	N/A	Mac Mini computer	G87354KVYL3	damaged	\$0
1	N/A	Mac Mini computer	G87354PPYL3	damaged	\$0
1	N/A	Mac Mini computer	G87354P2YL3	damaged	\$0
1	N/A	Mac Mini computer	G87354MVYL3	damaged	\$0
1	N/A	Mac Mini computer	G87354TLYL3	damaged	\$0
1	N/A	Mac Mini computer	G87354PVYL3	damaged	\$0
1	N/A	Mac Mini computer	YMB0932CYL1	damaged	\$0
1	N/A	Mac Mini computer	YMB056X2YL1	damaged	\$0
1	N/A	Mac Mini computer	YMB056WSYL1	damaged	\$0
1	N/A	Mac Mini computer	G880271ZYL3	damaged	\$0
1	N/A	Mac Mini computer	G87354K2YL3	damaged	\$0
1	N/A	Mac Mini computer	YM744586YL2	damaged	\$0
1	N/A	Mac Mini computer	CO7K130NDWYL	damaged	\$0
1	N/A	Mac Mini computer	CO7K1B79DWYL	damaged	\$0

NSV

School / Department / Program

Melinda Fore

Signature of Principal / Manager

Date

6/4/19

Signature of Fiscal Services Administrator

Date

Date approved by 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

JUNE 4 2019.

San Mateo-Foster City School District

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		Description	Serial #	Condition	Approx Value
QTY	Deool #				
1	N/A	Epson Scanner	N/A	damaged	\$0
1	N/A	Hp Printer 1200	N/A	damaged	\$0
2	N/A	Dell Laptop Computers	N/A	damaged	\$0
2	N/A	Dell 1710 Series Printers/Coplers	N/A	damaged	\$0
1	N/A	HP 2840 Laser Jet Printer	N/A	damaged	\$0
1	N/A	Apple Mac desktop Server/harddrive	G88025000GN	damaged	\$0
1	04651	Mac Mini Computer	YM744586YL2	damaged	\$0
1	09213	Mac Mini Computer	CO7K1B0NDWYL	damaged	\$0
1	09210	Mac Mini Computer	CO7K1B79DWYL	damaged	\$0
1	09211	Mac Mini Computer	CO7K193ZDWYL	damaged	\$0
1	09209	Mac Mini Computer	CO7K1B7WDWYL	damaged	\$0
35	N/A	Apple keyboards	N/A	damaged	\$0
35	N/A	Windows Keyboards	N/A	damaged	\$0
30	N/A	Dell Monitors/Screens	N/A	damaged	\$0
35	N/A	Apple Mouse controllers	N/A	damaged	\$0
35	N/A	Cords/Adapters sets	N/A	damaged	\$0
5	N/A	Misc Mnfg Monitors/screens	N/A	damaged	\$0
6	N/A	Misc Mnfg -Hard Drive for E-Macs	N/A	damaged	\$0
1	N/A	Seagate Hard drive	N/A	damaged	\$0
3	N/A	Dell Laptop Computers	N/A	damaged	\$0
1	N/A	Asus Chromebook Laptop	N/A	damaged	\$0
	N/A	MISC Apple Laptop Replacement batteries	N/A	damaged	\$0
	N/A	MISC Apple adapters and connectors for emacs, laptops	N/A	damaged	\$0

NSV.
School / Department / Program

[Signature] 6/30/19
Signature of Fiscal Services Administrator Date

Melinda Fore 6/4/19
Signature of Principal / Manager Date

Date approved by Board of Trustees

Inventory records updated _____

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<input type="checkbox"/> Disposal	<input type="checkbox"/> Transferred to _____ (School Department)
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Decal #	Description	Serial #	Condition	Approx. Value
	3 Metal Cabinets (Central Kitchen)		Damaged	0

Child Nutrition Services

School / Department / Program

Signature of Principal / Manager

Date

CSERP
Signature of Fiscal Services Administrator

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