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
NONE	Dell Optiplex 755-desktop computer Parkside B		Obsolete	$0
NONE	Dell Optiplex 755-desktop computer Parkside C		Obsolete	$0
NONE	Dell Laptop Parkside 1L		Obsolete	$0
NONE	Dell Laptop Parkside 2L		Obsolete	$0
NONE	Dell Laptop LEAD Annex 1		Obsolete	$0
NONE	Dell Laptop LEAD Annex 2		Obsolete	$0
NONE	Dell Laptop LEAD Annex 3		Obsolete	$0
NONE	Dell Montor		Obsolete	$0
NONE	Dell Montor		Obsolete	$0
NONE	Dell Montor		Obsolete	$0

Annex / District office
School / Department / Program

Christine Wlsq 8/10/19
Signature of Fiscal Services Administrator Date

Jeffrey Kirin 8/7/19
Signature of Principal / Manager 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**