



**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
LA-Annex	Dell Optiplex 755 - CPU	J4MBTH1	Obsolete	0
	Dell Optiplex 745 - CPU	2CH9RC1	Obsolete	0
	Dell Optiplex 745 - CPU	3BH9RC1	Obsolete	0
	Dell Optiplex 745 - CPU	4S619C1	Obsolete	0
	Dell Monitor			
	Dell Monitor			
	Dell Monitor			
	Dell Monitor			
	Dell Keyboard			
	Dell Keyboard			
	Dell Keyboard			
	Dell Keyboard			
	Logitech mouse			
	Logitech mouse			
	Logitech mouse			
	lenovo mouse			
	Dell Speaker			
	Dell Speaker			
	Dell Speaker			
	Dell Speaker			
	Dell Speaker			

LA-Annex

School / Department / Program

Allen

Signature of Fiscal Services Administrator

8/23/19

Date

Alfamy Kwinis 8/22/19

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