



## DISPOSAL OR TRANSFER OF EQUIPMENT

[illegible]

Inventory records updated

**Pink copy: M & O**

## 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.**

[illegible]

Brenner Island

School / Department / Program

Christine Wiley 9/24/21

Signature of Fiscal Services Administrator Date

Signature of Fiscal Services Administrator

Date \_\_\_\_\_

R. S. Singh

Signature of Principal / Manager

9/16/19

Date \_\_\_\_\_

**Date approved by Board of Trustees**

### Inventory records updated

### For Maintenance & Operations Use Only

#### **Disposal**

☐ **Transferred to**

**(School Department)**

### Storage

☐ **Other**

## : Fiscal Services

**: FS will send back to School / Department**

: M &amp; O

## DISPOSAL OR TRANSFER OF EQUIPMENT

[illegible]

## DISPOSAL OR TRANSFER OF EQUIPMENT

[illegible]

Date \_\_\_\_\_

Signature of Fiscal Services Administrator

Date \_\_\_\_\_

### Inventory records updated

Copy: ☐ Fiscal Services ☐ School / Department ☐ M & O/Technology