

RECEIVED

NOV 04 2019

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
GSKJ5J1	Computer Tower		Not Working	0
	Sony Tft color computer display	SDM-HX73	Not Working	0
	Dell Monitor Model 1905FP	XXXXXXXXXX	Not Working	0
	HP Deskjet 6988	C8055A-003	"	0
	HP Deskjet 6127 Qty 2	MY3AH3B1S4,	C8959B"	0
	3 Wireless Headphones	AAZ984	"	0
	11 Lakeshore Headphones		"	0
	HP Psc 1210 All in one / HP officejet 7410	W30RD122T /	MY61DP7174	0
HI-RM10-A	Computer Tower	TRBM8-34JKF-BFQ3P-GBV91KX96	"	0
	Dell Monitor Jun 2009	CNDP702X72872	Not Working	0
	Dell Monitor 2006	CNDKCH474635636	"	0
	Computer Tower Qty 4		Not Working or have Windows XP	0
	GSKJ4J1, GRQYMG1, 52WAV91, 8L82MS1, 411B5D1, 3CRHPD1, 0			
	CBRHPD1, 2T65GK1, F2K82C1, 7R3K3D1, 23K82C1, H8RHPD1, 311B5D1			
	2MT4QH1, Z882WH1, H01B5D1, 3DXCPD1,			0
	Projector Epson Qty 4 - 07732, 07736			0
	Xerox WorkCentre XE88			

Highlands Elementary
School / Department / Program

[Signature] 11-1-19
Signature of Principal / Manager Date

[Signature] 11/5/19
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

