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	Panasonic TV	MB21260158	Damaged	$0

Abbott Middle School
School / Department / Program

Signature of Principal / Manager — Date 10/22/19

Signature of Fiscal Services Administrator — Date 11/12/19

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**

Parkside Montessori

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 Business Services.

Decal #	Description	Serial #	Condition	Approx Value
Rm12 student 23	Dell monitor	E196FPb	damaged	$0
01867	Dell tower	unreachable	damaged	$0
none	Dell monitor	AS500	damaged	$0
None	Dell keyboard	SK-8115	damaged	$0
None	Dell monitor	E153FPc		
None	Dell monitor	E153FPc		
None	Dell monitor	E153FPc		
PKS-Rm-10-i	Dell Tower	OT7570		
PKS-Rm10-C	Dell Tower	OT7570		
PKS Rm10-F	Dell Tower	OT7570		

Parkside Montessori
School / Department / Program

C. Glen 11/12/19
Signature of Fiscal Services Administrator Date

M Tahi 11/4/19
Signature of Principal / Manager Date

Date approved by Board of Trustees

Inventory records updated _____

For Maintenance & Operations/Technology Use Only

☐ **Disposal** ☐ **Transferred to** _____ **(School Department)**

☐ **Storage** ☐ **Other** _____

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

Rev 082819

San Mateo-Foster City School District

DISPOSAL OR TRANSFER OF EQUIPMENT

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QTY	Decal #	Description	Serial #	Condition	Approx Value
1	Bus#29	1992 Bluebird A3RE3903 Plate#359882	Vin 1BABMB7A4NF051023	Poor	$500

Facilities-Transportation
School / Department / Program

Signature of Principal / Manager Date 9 DEC 2019

Signature of Fiscal Services Administrator Date 12/10/19

Date approved by Board of Trustees

Inventory records updated

For Maintenance & Operations Use Only

☐ **Disposal** ☐ **Transferred to** _____ **(School Department)**

☐ **Storage** ☐ **Other** _____

Original: Fiscal Services **Copy: FS will send back to School / Department** **Copy: M & O**