

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
N/A	LCD PROJECTOR MODEL H357A	MTXFOX0317L	NOT FUNCTION	0
N/A	LCD PROJECTOR MODEL H357A	MTXFOX0261L	NOT FUNCTION	0
N/A	LCD PROJECTOR MODEL H357A	MTXFOX0273L	NOT FUNCTION	0
N/A	HP OFFICEJECT PRO 8600	CN25113T.34X	NOT FUNCTION	0
N/A	LCD PROJECTOR MODEL H343A	MSAFO20150L	NOT FUNCTION	0

SAN MATEO PARK SCHOOL
 School / Department / Program
 Signature of Principal / Manager: *[Signature]* Date: 12/18/19
 Fiscal Services Administrator

[Signature] 12/18/19
 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 _____

Technology