


# LOS ALTOS SCHOOL DISTRICT

## Memorandum

**TO:** Board of Trustees

**FROM:** Randall A. Kenyon, Jr.   
Assistant Superintendent, Business Services

**DATE:** October 22, 2020

**SUBJECT:** Disposal of Surplus Technology Equipment  
District Office

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These items are no longer of use to our district. As prescribed by the Education code and the Los Altos School District Policies and Regulations, the Board of Trustees must act to declare these items as surplus. Then I can attempt to dispose of the equipment.

RAK/ks

### Request for Disposal of Surplus Technology Equipment

It is requested that the following technology equipment be declared surplus inventory and disposed of by the Los Altos School District.

<b>Requested by:</b>	District Office - Joel Gibson			<b>Date:</b>	10/10/2020	
<b>Authorized by:</b>						
<b>Equipment</b>	<b>Description</b>	<b>Serial #</b>	<b>LASD Tag#</b>	<b>Reason for removal</b>	<b>Proposed Action</b>	<b>Vendor</b>
Network Equipment	Router		002533	Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	Router			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	(6) HP MSM422 Wireless Access Points			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	(29) HP MSM430/460 Wireless Access Points			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	(5) Cisco 1131 Wireless Access Points			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	(14) Cisco 1142 Wireless Access Points			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	(113) Cisco 1702 Wireless Access Points			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	Mounting Hardware			Obsolete	Electronics Recycling	Green Citizen Recycling
Network Equipment	Power Injectors			Obsolete	Electronics Recycling	Green Citizen Recycling