



## DISPOSAL OR TRANSFER OF BOOKS AND SUPPLIES

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.

Description	Quantity	Condition	Approx Value
<del>EPSON</del> EPSON POWERLITE 83+ PROJECTOR DISTRICT TAGS 05037 05022	2	POOR	0
HP COLOR LASERJET 2600N NO DISTRICT TAG	1	POOR	0
ALTEC LANSIAN SPEAKERS NO DISTRICT TAG	1	POOR	0
SAMSUNG BLU RAY DVD PLAYER NO DISTRICT TAG	1	POOR	0
HP LASERJET P2035 NO DISTRICT TAG	1	POOR	0
REA VHS PLAYER NO DISTRICT TAG	1	POOR	0
WHITE MACBOOK NO DISTRICT TAG		POOR	0
HP PAULITON PC MONITOR IN ONE DISTRICT TAG 05688 05707 05701 05713 05687 05703 05696 05681 05715 05692 05702 -05702 05684 05683 05695 05700	15	POOR	0

BOREL

School / Department / Program



Signature of Principal/Manager

Date

5/19/21

Signature of Fiscal Services Administrator

Date

Date approved by Board of Trustees

Inventory records updated \_\_\_\_\_

For IMC Use Only

☐ Disposal☐ Transferred to \_\_\_\_\_

(School Department)

☐ Storage☐ Other \_\_\_\_\_Copy: ☐ Fiscal Services ☐ School / Department ☐ IMC

