San Mateo-Foster City School District

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
PGF50 RZ 220 UI – no district tag	1	POOR	-0-

RECEIVED
OCT 12 2021
Business Services
San Mateo-Foster City SD

BOWDITCH
School / Department / Program

Signature of Fiscal Services Administrator Date

Signature of Principal / Manager 10/8/21 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**

Rev 090319