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
A000006608	Horizon Spine Taper - GMS-7	054004	old-worn out	0

Printshop
School / Department / Program

Signature of Fiscal Services Administrator 3/1/22
Date

2/25/2022
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