San Mateo-Foster City School District

DISPOSAL OR TRANSFER OF EQUIPMENT

Technology Dept.

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
01783	Canon Color Scanner High Speed DR-9080C	CZ303412	Broken	0
04442	HP Color Laserjet Printer 3000DN	CNYUCS01627	Broken	0
08773	Epson Powerlite 480 Projector	QW6F262168L	Broken	0
N/A	Qty 15 Cisco IP Phones	N/A	Broken	0
N/A	Qty 250 Deprovisioned Chromebooks	N/A	Broken	0
N/A	Qty 2 Dell Monitors	N/A	Broken	0
08983	Dell Optiplex 7010	HWGFFX1	Broken	0
N/A	Dell Optiplex 7010	D8MXB62	Broken	0
N/A	Dell Optiplex 3040	86W0DD2	Broken	0
N/A	Dell PowerConnect 2724 switch	D6TK7F1	Broken	0

School / Department / Program

4/01/22

Signature of Principal / Manager Date

Signature of Fiscal Services Administrator 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