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
	2 white boards		broken	0
	file cabinet		damaged	0
	shelving		broken	0
	projector cart		unusable	0
	chair		unusable	0
	miscelanous containers		old/damaged	0

Brewer Island
School / Department / Program

Signature of Fiscal Services Administrator Date

Signature of Principal / Manager Date 6/6/22

Date approved by Board of Trustees

Inventory records updated _____

For Maintenance & Operations/Technology Use Only

[x] **Disposal** [ ] **Transferred to** _____ **(School Department)**

[ ] **Storage** [ ] **Other** _____

Copy: ☐ **Fiscal Services** ☐ **School / Department** ☐ **M & O/Technology**

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