


# LOS ALTOS SCHOOL DISTRICT

## Memorandum

**TO:** Board of Trustees

**FROM:** Randall A. Kenyon, Jr.   
Assistant Superintendent, Business Services

**DATE:** December 1, 2017

**SUBJECT:** Disposal of Surplus Technology Equipment

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These items are no longer of use to our district. As prescribed by the Education code and the Los Altos School District Policies and Regulations, the Board of Trustees must act to declare these items as surplus. Then I can attempt to dispose of the equipment.

RAK/ks

## Request for Disposal of Surplus Technology Equipment

It is requested that the following technology equipment be declared surplus inventory and disposed of by the Los Altos School District.

**Requested by:** Egan School - Doug Finn

**Date:**

8/31/17

**Authorized by:** Jackie Sigua

Equipment	Description	Serial #	LASD Tag#	Reason for removal	Proposed Action	Vendor
HP Laserjet 3600dn`	Printer	CNNWH25013	NA	Broken	Recycle	Zak Electronics
HP Lasetjet 3600 dn	Printer	CNWHH25351	NA	Broken	Recycle	Zak Electronics
HP Laserjet 2600y/dn	Printer	CNHC8131GS	NA	Broken	Recycle	Zak Electronics
2006 Macbook	laptop	4584607M3V4	010773	Broken	Recycle	Zak Electronics
2006 Macbook	laptop	W87435QLZ5W	NA	Broken	Recycle	Zak Electronics
HP PSC 1610	Printer	MY57DF3084	NA	Broken	Recycle	Zak Electronics
AVer Docucam	document camera	465307080	003910	Broken	Recycle	Zak Electronics
HP Deskjet 1050	Printer	CN1623POKW	NA	Broken	Recycle	Zak Electronics
Mac Book	laptop	W8731032YA5	002955	Obsolete	Recycle	Zak Electronics
Mac Book	laptop	4H649RNGWGL	003245	Obsolete	Recycle	Zak Electronics
Mac Book	laptop	W87310HQYA5	002928	Obsolete	Recycle	Zak Electronics
iMac	computer	W88260JH0KM	010111	Broken	Recycle	Zak Electronics
iMac	computer	738170HKX85	010100	Broken	Recycle	Zak Electronics
iMac	computer	7381712HX85	010106	Broken	Recycle	Zak Electronics
iBook Cart	laptop charging cart	N/A	NA	Obsolete	Recycle	Zak Electronics
HP Laserjet	Printer	unknown	NA	Obsolete	Recycle	Zak Electronics
Jeopardy game	egame, keyboard, hand	N/A	NA	Obsolete	Recycle	Zak Electronics
HP calculator		N/A	NA	Broken	Recycle	Zak Electronics
Sharpe Microwave	student microwave	N/A	NA	Broken	Recycle	Zak Electronics
Sharpe Microwave	student microwaves	N/A	NA	Broken	Recycle	Zak Electronics
TI calculator		N/A	NA	Broken	Recycle	Zak Electronics