


LOS ALTOS SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

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

DATE: February 21, 2018

SUBJECT: Disposal of Surplus Property

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/fr

Los Altos School District Surplus Property

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

Requested by:

Site:

Date:

Item	Quantity	Equipment	Description	Serial #	LASD Tag #	Reason for Removal
1.	1	LAMINATOR (ALMOND)	GBC	AF029864	N/A	BROKEN
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Proposed Action Taken:

Request for disposal - Almond School FLEX room.