


# LOS ALTOS SCHOOL DISTRICT

## Memorandum

**TO:** Board of Trustees

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

**DATE:** January 23, 2019

**SUBJECT:** Disposal of Surplus Property

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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/fr

Los Altos School District  
Surplus Property

Requested by: Marlene Shafran  
Date: January 10, 2019

Quantity	Site	Year	Equipment	Description	Vehicle ID #	Lic. Plate	Value	Reason for Removal	Proposed Action
1	Maint.	1994	Vehicle	CHEV 94 DUMP TRUCK	1GBHC34K3RE309800	1206599	\$2,500.00	NO LONGER WORKING	SOLD

