

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

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

