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 M & O.

Decal #	Description	Serial #	Condition	Approx Value
08417	Dell Laptop STEM-ANNEX-01L		doesn't work	$0
none	Dell Laptop		doesn't work	$0
08386	Dell Laptop		doesn't work	$0
none	Dell Laptop STEM-ANNEX-03L		doesn't work	$0
08344	Dell Laptop STEM-ANNEX-02L		doesn't work	$0
none	Dell Laptop		doesn't work	$0
none	Dell Laptop		doesn't work	$0

Bayside Clubhouse
School / Department / Program

Jeffrey Kinin 12/7/18
Signature of Principal / Manager Date

12/7/18
Signature of Fiscal Services Administrator Date

Date approved by Board of Trustees

Inventory records updated _____

For Maintenance & Operations Use Only

☐ **Disposal** ☐ **Transferred to** _____ **(School Department)**

☐ **Storage** ☐ **Other** _____

White copy: Fiscal Services **Yellow Copy: FS will send back to School / Department** **Pink copy: M & O**