



Surplus Property Form

Site/Dept: **Charles Helmers**

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	SMART BOARD	800	8855712	1510131	Rm 46	OBsolete
2	1	" "	"		1510132	Rm 46	" "
3	1	" "	"		1510134	"	" "
4	1	" "	"		1510133	"	" "
5	1	TV	JVC		004505	"	" "
6	1	TV	JVC		004504	"	" "
7	1	TV	JVC		004517	"	" "
8	1	TV	JVC		004552	"	" "
9	1	TV	JVC		004515	"	" "
10	1	TV	JVC		004518	"	" "
11	1	DVD SONY	DUP-NS425P	2370063	—	"	" "
12	1	DVD TOSHIBA	SD4000KU	MC133018185	—	"	" "

Requestor's Signature/Date: *[Signature]*

Administrator Signature/Date: *Victoria Kibben 3/17/17*

For Business/Fiscal Use Only (do not write in the below spaces)

Assistant Superintendent, Business Signature: *[Signature]*

Auction Company:

Date Received: **3-24-17**

Date Sold:

Board Approval Date: **4-18-17**

Selling Price:

Pick-Up from Site to M&O Scheduled Date:

Date Released to Buyer:

IT Services Signature: *[Signature]*

Date removed from Fixed Asset Inventory System:

*Notes: Obsolete property is no longer usable due to age. Damaged property is unusable. Excess/Usable property is no longer needed, but it is still in usable condition (it's just extra). Surplus property with an initial value over \$500 must include any serial numbers before the pick-up will occur. This will allow the items to be removed from the site's inventory and the district's fixed asset inventory system. All district surplus property, including E-waste, must be disposed of through this form. District E-waste is not to be disposed of at site fundraising collections without prior Business Services approval. Email the completed Surplus Property Form, include photo(s) if the property is labeled Excess/Usable, to emonreal@saugusud.org or by hard copy, Business Services, ATTN: Engie Monreal.



SAUGUS
Union School District
Excellence in Elementary Education

Surplus Property Form

Site/Dept: Charles Helmers

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	DVD PLAYER	SLV 300P	0412558	—	Rm 46	OBsOLITE
2	1	DVD PLAYER	LL	0411940	—	LL	LL
3	1	LL	LL	0412559	—	LL	LL
4	1	LL	LL	0412525	—	LL	LL
5	1	LL	LL	0412546	—	LL	LL
6	1	AUDIO VIDEO MODULATOR		433906037094	—	LL	LL
7	1	LL		9999990312177851		Rm 46	OBsOLITE
8	1	LL		9999990312188118		LL LL	LL
9	1	LL		9999990312177856		LL LL	LL
10	1	LL		433906006037101		LL LL	LL
11	1	LL		433906006037102		LL LL	LL
12	1	LL		4339060102036530		LL LL	LL

Requestor's Signature/Date: Don [Signature]

Administrator Signature/Date: Victoria Kedarudi 3/17/17

For Business/Fiscal Use Only (do not write in the below spaces)

Assistant Superintendent, Business Signature: [Signature]

Auction Company:

Date Received: 3/24/17

Date Sold:

Board Approval Date: 4/18/17

Selling Price:

Pick-Up from Site to M&O Scheduled Date:

Date Released to Buyer:

IT Services Signature: [Signature]

Date removed from Fixed Asset Inventory System:

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Surplus Property Form

Site/Dept: Charles Helmers

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	LCD PROJECTOR	EPSON		203260	Rm 46	OP SOLITE
2	1	RCA MONITOR	RCA	D10513062	---	Rm 46	OP SOLITE
3	1	MONITOR	PE1156	EN3304J156	---	''	''
4	1	CPU	---	45W34703KR	---	''	''
5	1	CPU	---	P1134	---	''	''
6	1	CPU	HP	MXL7290125	201011	''	''
7	1	CPU	HP	MXL7290125		''	''
8	1	CPU	HP		201044	''	''
9	1	CPU	DELL	2W585V61	---	''	''
10	1	CPU	HP		201028	''	''
11	1	CPU	HP	MXL6240RN2		''	''
12	1	CPU	DELL	9J05KMI	---	''	''

Requestor's Signature/Date: *Don Am...*

Administrator Signature/Date: *Victoria K... 3/17/17*

For Business/Fiscal Use Only (do not write in the below spaces)

Assistant Superintendent, Business Signature: *[Signature]*

Auction Company:

Date Received: 3-24-17

Date Sold:

Board Approval Date: 4-18-17

Selling Price:

Pick-Up from Site to M&O Scheduled Date:

Date Released to Buyer:

IT Services Signature: *[Signature]*

Date removed from Fixed Asset Inventory System:

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Surplus Property Form

Site/Dept: Santa Clarita

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property identifies as *see below
1		Samsung Printer	ML-2510	JC61-01703A		Computer Lab RM# 20	Obsolete
2		Lenmark Printer	LEX-M01-005	2376A-MO1005		Computer Lab RM# 20	Obsolete
3		Hewlett Packard printer	SDGOB-0503	CN59E241GK		Computer Lab RM# 20	Obsolete
4		Hewlett Packard monitor	L1750	3CQ8272B82		Computer Lab RM# 20	Obsolete
5		Hewlett Packard monitor	L1750	3CQ8272B25		Computer Lab RM# 20	Obsolete
6		Hewlett Packard monitor	L1750	3CQ8272B8G		Computer Lab RM# 20	Obsolete
7		Samsung Printer	SCX-3405W	Z8BNBJCF1001YJT		Computer Lab RM# 20	Obsolete
8		Hewlett Packard Microtower	dx2250	MXL737164B		Computer Lab RM# 20	Obsolete
9		Hewlett Packard Microtower	dx2450	MXL8321H6V		Computer Lab RM# 20	Obsolete
10		Dell Monitor	E1709Wc	CN-ON-330H-64180-07D-1GWL		Computer Lab RM# 20	Obsolete
11		HP Laptop	compaq nx 9010	2UA429P080		Computer Lab RM# 20	Obsolete
12		HP Monitor	1502			Computer Lab RM# 20	Obsolete

Requestor's Signature/Date: [Signature]

Administrator Signature/Date: [Signature]

For Business/Fiscal Use Only (do not write in the below spaces)

Assistant Superintendent, Business Signature: <u>[Signature]</u>	Auction Company: <u>N/A</u>
Date Received: <u>3-24-17</u>	Date Sold: <u>N/A</u>
Board Approval Date: <u>4-18-17</u>	Selling Price: <u>N/A</u>
Pick-Up from Site to M&O Scheduled Date: <u>4-5-17</u>	Date Released to Buyer: <u>N/A</u>
IT Services Signature: <u>[Signature]</u>	Date removed from Fixed Asset Inventory System: <u>N/A EM</u>

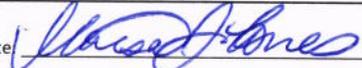
*Notes: **Obsolete** property is no longer usable due to age. **Damaged** property is unusable. **Excess/Usable** property is no longer needed, but it is still in usable condition (it's just extra). Surplus property with an initial value over \$500 must include any serial numbers before the pick-up will occur. This will allow the items to be removed from the site's inventory and the district's fixed asset inventory system. All district surplus property, including E-waste, must be disposed of through this form. District E-waste is not to be disposed of at site fundraising collections without prior Business Services approval. Email the completed Surplus Property Form, include photo(s) if the property is labeled **Excess/Usable**, to emonreal@saugusud.org or by hard copy, Business Services, ATTN: Engie Monreal.



Surplus Property Form

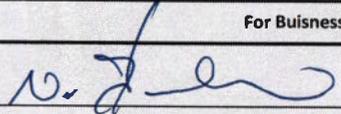
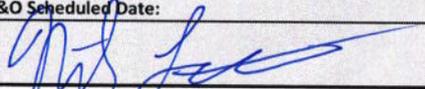
Site/Dept: Santa Clarita

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1		LEXMark Scanner/Printer	4476-017	42244115377		Computer Lab RM# 20	Obsolete
2		Toshiba VCR	W_522	91549136		Computer Lab RM# 20	Obsolete
3		Toshiba VCR	W_522	91548825		Computer Lab RM# 20	Obsolete
4		Samsung Printer	SCX-3405W	28BNBJCF100YJT		Computer Lab RM# 20	Obsolete
5		HPEnvy4500	SDOB-1301	CN3N1213N		Computer Lab RM# 20	Obsolete
6							
7							
8							
9							
10							
11							
12							

Requestor's Signature/Date: 

Administrator Signature/Date: 

For Business/Fiscal Use Only (do not write in the below spaces)

Assistant Superintendent, Business Signature: <u></u>	Auction Company: <u>N/A</u>
Date Received: <u>3-24-17</u>	Date Sold: <u>N/A</u>
Board Approval Date: <u>4-18-17</u>	Selling Price: <u>N/A</u>
Pick-Up from Site to M&O Scheduled Date:	Date Released to Buyer: <u>N/A</u>
IT Services Signature: <u></u>	Date removed from Fixed Asset Inventory System: <u>N/A EM</u>

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