



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	SMART BOARD	800	SAUGUS	1510131	Rm 46	OBsolete
2	1	" "	" "		1510132	Rm 46	" "
3	1	" "	" "		1510134	" "	" "
4	1	" "	" "		1510133	" "	" "
5	1	TU	JVC		004505	" "	" "
6	1	TU	JVC		004504	" "	" "
7	1	TU	JVC		004517	" "	" "
8	1	TU	JVC		004552	" "	" "
9	1	TU	JVC		004515	" "	" "
10	1	TU	JVC		004518	" "	" "
11	1	DVD SONY	DUP-NS425P	2370063	—	" "	" "
12	1	DVD TOSHIBA	SA4000KU	MC133018185	—	" "	" "

Requestor's Signature/Date:

[Signature]

Administrator Signature/Date:

[Signature] 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@saugusd.org or by hard copy, Business Services, ATTN: Engie Monreal.



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Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	DVD PLAYER	SLV 300P	0412558	—	RM 46	Obsolete
2	1	DVD PLAYER	11	0411940	—	11	11
3	1	11	11	0412559	—	11	11
4	1	11	11	0412525	—	11	11
5	1	11	11	0412546	—	11	11
6	1	Audio video modulator		433906037094	—	11	11
7	1	11		9999990312177851		RM 46	Obsolete
8	1	11		9999990312188118		11 11	11
9	1	11		9999990312177856		11 11	11
10	1	11		43390606037101		11 11	11
11	1	11		43390606037102		11 11	11
12	1	11		4339060102036530		11 11	11

Requestor's Signature/Date: Don [Signature]

Administrator Signature/Date: Victoria Kerduschi 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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SAUGUS
Union School District
Experience 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	LCD PROTECTOR	EPSON		203260	Rm 46	ON SOLITE
2	1	RCA MONITOR	RCA	D10513062	—	Rm 46	ON SOLITE
3	1	MONITOR	PE1156	EN3304J156	—	11	11
4	1	CPU	—	USW34703KR	—	11	11
5	1	CPU	—	P1134	—	11	11
6	1	CPU	HP	MXL7290123	201011	11	11
7	1	CPU	HP	MXL7290125		11	11
8	1	CPU	HP		201044	11	11
9	1	CPU	DELL	2W88V61	—	11	11
10	1	CPU	HP		201028	11	11
11	1	CPU	HP	MXL6240RN2		11	11
12	1	CPU	DELL	9J05KMI	—	11	11

Requestor's Signature/Date:

[Signature]

Administrator Signature/Date:

[Signature] 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: _____

Administrator Signature/Date: _____

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

Assistant Superintendent, Business Signature: _____

Auction Company: **N/A**

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

Date Sold: **N/A**

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

Selling Price: **N/A**

Pick-Up from Site to M&O Scheduled Date: **4-5-17**

Date Released to Buyer: **N/A**

IT Services Signature: _____

Date removed from Fixed Asset Inventory System: **N/A EM**

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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		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: [Signature]

Administrator Signature/Date: [Signature]

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

Assistant Superintendent, Business Signature: [Signature]

Auction Company: N/A

Date Received: 3-24-17

Date Sold: N/A

Board Approval Date: 4-18-17

Selling Price: N/A

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

Date Released to Buyer: N/A

IT Services Signature: [Signature]

Date removed from Fixed Asset Inventory System: N/A EM

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