



SAUGUS
Union School District
Excellence in Elementary Education

Surplus Property Form

Site/Dept:

Bridgeport

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property identifies as *see below
1	1	RFID Machine	221U			Near library	Obsolete
2	1	Lap top	Lenovo	1141BTU	203419	office	Obsolete
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Requestor's Signature/Date:

Lester

Administrator Signature/Date:

[Signature] 5/8/17

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

Assistant Superintendent, Business Signature:

Auction Company:

Date Received:

5-15-17

Date Sold:

Board Approval Date:

6-6-17

Selling Price:

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

Date Released to Buyer:

IT Services 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: Engle Monreal.



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Surplus Property Form

Site/Dept: **Tesoro del Valle**

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	Printer	HP Office Jet/ 8610	CN53QE318W		Storage Room, CDP	Damaged
2	1	CPU Tower	Dell /Vostro	7J2BKN1		Storage Room, CDP	Damaged
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Requestor's Signature/Date: [Signature] A. Reynolds / 5-16-2017

Administrator Signature/Date: [Signature] 5/16/17

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

Assistant Superintendent, Business Signature: [Signature]

Auction Company: Ø

Date Received: May 22, 2017

Date Sold: Ø

Board Approval Date: June 6, 2017

Selling Price: Ø

Pick-Up from Site to M&O Scheduled Date: May 23, 2017

Date Released to Buyer: Ø

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.

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