



Surplus Property Form

Site/Dept: **Highlands**



Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	projector	NEC VT590	6Y00967FB	200325	Book Room	Damaged
2	1	printer	HP 6000	CN2273F116	_____	" "	" "
3	1	printer	Epson 610	_____	_____	" "	" "
4	1	Typewriter	IBM 6	_____	001273	" "	" "
5	1	printer	HP 1200	_____	_____	" "	" "
6	1	projector	NEC V+465	3200920ND	004148	" "	" "
7	1	printer	HP 7760	_____	_____	" "	" "
8	1	printer	Brother 2240	_____	_____	" "	" "
9	1	Disc player	MCS 2200	_____	_____	" "	" "
10	1	Disc player	PD65	_____	_____	" "	" "
11							
12							

Requestor's Signature/Date:

9/11/17

Administrator Signature/Date:

9/11/17

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

Assistant Superintendent, Business Signature:

Auction Company:

Ø

Date Received:

9-6-17

Date Sold:

Ø

Board Approval Date:

9-19-17

Selling Price:

Ø

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

Date Released to Buyer:

Ø

IT Services Signature:

Date removed from Fixed Asset Inventory System:

Ø

*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: **Highlands**



Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	12	Desktop	HP dc5800	2UA8350C7B	180739	Room 5 hallway	Damaged
2				MXM8190NND	180740		
3				MXL8390XD8	180762		
4				MXM73604ZJ	180761		
5				MXM73604ZT	180741		
6				MXL8270R84	180760		
7				MXM8190NND	180759		
8				MXL8270R8P	180757		
9				MXM72701XL	180758		
10				MXL8270R89	180743		
11				MXL936186B	180744		
12				MXM73604Z0	180745		

Requestor's Signature/Date: _____

Administrator Signature/Date: _____

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Assistant Superintendent, Business Signature: 

Auction Company:

Date Received:

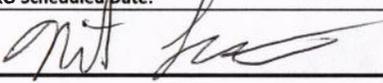
Date Sold:

Board Approval Date: 9-6-17

Selling Price:

Pick-Up from Site to M&O Scheduled Date: 9-19-17

Date Released to Buyer:

IT Services Signature: 

Date removed from Fixed Asset Inventory System:

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Site/Dept: **Highlands**

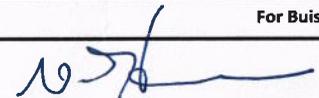


Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	11	HP dc 5800	dc 5800	MXM 80300B5	180746	Room 5 Hallway	Damaged
2				MXM 7410583	180756		
3				MXA 8231791	180755		
4				2UA82517X8	180754		
5				KA4860A492	180753		
6				MXL 837036J	180748		
7				2UA8281798	180747		
8				MXL 835M9D	180749		
9				2UA8391H8X	180750		
10				MXL 8350T4Y	180752		
11				MXL 90701T0	180751		
12							

Requestor's Signature/Date: _____

Administrator Signature/Date: _____

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Assistant Superintendent, Business Signature: 

Auction Company:

Date Received: 9-6-17

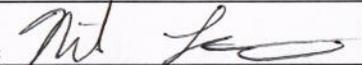
Date Sold:

Board Approval Date: 9-19-17

Selling Price:

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

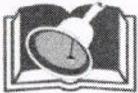
Date Released to Buyer:

IT Services Signature: 

Date removed from Fixed Asset Inventory System:

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Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	VCR	W-522	91509535	—	Book Room	obsolete
2	1	HP printer	C4280	CN7CIRD14P	—	" "	Damaged
3	1	Desktop	dc 5800	MXL9361569	180808	Book Room	" "
4	1	Desktop	dc 5800	2UA90603N	180807	" "	" "
5	1	" "	" "	MXL907054Y	180809	" "	" "
6	1	" "	" "	MXM7410597	180810	" "	" "
7	32	Alpha smart	2000	—	—	Book Room	Damaged
8	3	printer	RICOH	SP3300DN	—	Book Room	Damaged
9	1	projector	NEC	38100047ND	002908	Book Room	Damaged
10	1	Printer	HP 8610	CN4BQEX1XR	—	" "	" "
11	1	projector	NEC v1578	6Y00652FB	200378	" "	" "
12	1	" "	NEC VT590	6Y00655FB	200371	" "	" "

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: \emptyset

Date Received: 9-6-17

Date Sold: \emptyset

Board Approval Date: 9-19-17

Selling Price: \emptyset

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

Date Released to Buyer: \emptyset

IT Services Signature: 

Date removed from Fixed Asset Inventory System: \emptyset

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Site/Dept: **Highlands**



Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	Desktop ↑ ↓	dc5700	MXM72701Y6	—	Book Room	Damaged
2	1		DC 5700	MXM7150BB7	—	Book Room	Damaged
3	1		DC 5800	MXL9331cx	181110	Book Room	Damaged
4	1		DC 5800	MXL8380LQ2	180326	Book Room	Damaged
5	1		dx 2200	MXL6240SKR	180334	Book Room	Damaged
6	1		DC 2200	MXL6240ST5	180335	Book Room	Damaged
7	1		DC 5800	MXL837036K	—	Book Room	Damaged
8	1		DC 5800	—	—	Book Room	Damaged
9	1		DC 5800	—	—	Book Room	Damaged
10	1		DC 5800	—	—	Book Room	Damaged
11	1		DC 5800	—	—	Book Room	Damaged
12	1		DC 5800	—	—	Book Room	Damaged

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: <input checked="" type="checkbox"/>
Date Received:	Date Sold: <input checked="" type="checkbox"/>
Board Approval Date: 9-19-17	Selling Price: <input checked="" type="checkbox"/>
Pick-Up from Site to M&O Scheduled Date:	Date Released to Buyer: <input checked="" type="checkbox"/>
IT Services Signature:	Date removed from Fixed Asset Inventory System: <input checked="" type="checkbox"/>

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1	1	Desktop	DC5800	—	—	Book Room	Damaged
2	33	NetBook	eee pc 901	—	—	Book Room	obsolete
3	12	Quickpads	→	—	—	Book Room	obsolete
4	36	Alphasmart	2000	—	—	Book Room	obsolete
5	1	Desktop	dc5700	MXM7150BB6	180811	Book Room	obsolete
6	1	Desktop	DC5800	24A90603NN	180807	Book Room	obsolete
7	1	Desktop	DC5800	24A90603NN	180808	Book Room	obsolete
8	1	Desktop	DC5800	MXM8190NNT	180693	Book Room	obsolete
9	1	Desktop	DC5800	MXL9420DYE	180691	Book Room	obsolete
10	1	Desktop	DC5700	MXM7110597	180610	Book Room	obsolete
11	1	Desktop	DC5800	MXL90705H4	180809	Book Room	obsolete
12	1	Desktop	DC5800	MXL90701S2	180695	Book Room	obsolete

Requestor's Signature/Date: _____

Administrator Signature/Date: _____

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Assistant Superintendent, Business Signature:	Auction Company: <input type="checkbox"/>
Date Received:	Date Sold: <input type="checkbox"/>
Board Approval Date: 9-19-17	Selling Price: <input type="checkbox"/>
Pick-Up from Site to M&O Scheduled Date:	Date Released to Buyer: <input type="checkbox"/>
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Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	Projector	VT590	6400667AB	200372	Book Room	obsolete
2	1	Desktop	DC5800	MXL9361869	180808		obsolete
3	1	Desktop	DC5800	MXL8370375	180698	Book	obsolete
4	1	Desktop	DC5800	MXM8190NM	180692		obsolete
5							
6							
7							
8							
9							
10							
11							
12							

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Administrator Signature/Date: _____

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

Assistant Superintendent, Business Signature:	Auction Company: \emptyset
Date Received:	Date Sold: \emptyset
Board Approval Date: 9-19-17	Selling Price: \emptyset
Pick-Up from Site to M&O Scheduled Date:	Date Released to Buyer: \emptyset
IT Services Signature:	Date removed from Fixed Asset Inventory System: \emptyset

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SAUGUS
Union School District
Excellence in Elementary Education

Surplus Property Form

Site/Dept: ~~XXXXXXXXXX~~ West Terenik

Item	Quantity	Description	Make/Model #	Serial #	Asset Tag #	Specific Location	Property Identifies as *see below
1	1	Rolling Cabinet	—	—	—	Out side	obsolete
2	1	Rolling Cabinet	—	—	—	Power and (outside near Admin)	excess/usable obsolete
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Requestor's Signature/Date: Bill W

Administrator Signature/Date: Sue Bett 8/31/17

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

Assistant Superintendent, Business Signature: <u>Mike</u>	Auction Company: <u>∅</u>
Date Received: <u>9-6-17</u>	Date Sold: <u>∅</u>
Board Approval Date: <u>9-19-17</u>	Selling Price: <u>∅</u>
Pick-Up from Site to M&O Scheduled Date:	Date Released to Buyer: <u>∅</u>
IT Services Signature: <u>Mike</u>	Date removed from Fixed Asset Inventory System: <u>∅</u>

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