



**SAUGUS**  
Union School District  
Excellence in Elementary Education

## Surplus Property Form

APPROVED BY BOARD

OCT 17 2017

BY: DM

Site/Dept: Santa Clarita DO / IT

| Item | Quantity | Description    | Make/Model #   | Serial #     | Asset Tag # | Specific Location | Property Identifies as *see below |
|------|----------|----------------|----------------|--------------|-------------|-------------------|-----------------------------------|
| 1    | 1        | printer        | dell 2350dn    | c28jgn1      | n/a         | IT                | Damaged                           |
| 2    | 1        | Switch 48 port | 3CRRS65293     | CN04BYSPYD   | 11          | 11                | @ Surplus / usable                |
| 3    | 1        | " 48 port      | "              | CN04BXSNZ    | "           | "                 | "                                 |
| 4    | 1        | " 24 port PWT  | 3CRBSG28PW93   | CN04BX40GE   | "           | "                 | "                                 |
| 5    | 1        | " 32 port SFP  | 3CRS48G-245-91 | 9T3FC5R211DA | "           | "                 | "                                 |
| 6    |          |                |                |              |             |                   |                                   |
| 7    |          |                |                |              |             |                   |                                   |
| 8    |          |                |                |              |             |                   |                                   |
| 9    |          |                |                |              |             |                   |                                   |
| 10   |          |                |                |              |             |                   |                                   |
| 11   |          |                |                |              |             |                   |                                   |
| 12   |          |                |                |              |             |                   |                                   |

Requestor's Signature/Date: Mick Tweed 9/20/17

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>Ø</u>                                |
| Date Received: <u>9-19-17</u>                                    | Date Sold: <u>Ø</u>                                      |
| Board Approval Date: <u>10-17-17</u>                             | Selling Price: <u>Ø</u>                                  |
| Pick-Up from Site to M&O Scheduled Date: <u>Ø</u>                | Date Released to Buyer: <u>Ø</u>                         |
| IT Services Signature: <u>[Signature]</u>                        | Date removed from Fixed Asset Inventory System: <u>Ø</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@saugusd.org](mailto:emonreal@saugusd.org) or by hard copy, Business Services, ATTN: Engie Monreal.