SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

SURPLUS EQUIPMENT FORM

DATE:

SITE NAME:

CONTACT:

PHONE:

Please use the attached form to list all surplus equipment to be picked up. Please make sure to list all SCUSD barcode numbers, if applicable. Either mail this form to Box #835, ATTN: Warehouse Records Clerk or email to: [Susannah-Quigley@scusd.edu](mailto:Susannah-Quigley@scusd.edu)

Cc: [Jason-Holland@scusd.edu](mailto:Jason-Holland@scusd.edu)

All surplus materials must be Board approved before disposal. Once it is approved, we will contact you to make arrangements for pickup.

If you have any questions, please call Susannah @ 916-395-4186 x460300

# Office Use Only:

Date Fixed Asset File Edited

Date Picked Up

Surplus/Disposal Date

Method of Disposal

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# INVENTORY OF SURPLUS EQUIPMENT

SITE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DESCRIPTION**  (i.e. computer, monitor, fax machine) | **SERIAL #** | **SCUSD BARCODE**  (If applicable) | **WORKING** | **NON- WORKING** | **VALUE** |
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