

SAN CARLOS UNIFIED SCHOOL DISTRICT NO. 20



TO: Governing Board SCUSD
Catherine Steele, Superintendent

FROM: Donald Hancock, Director Special Education/IT *D Hancock*

DATE: January 27, 2015

SUBJECT: Disposal of Equipment

CC: Sharon Nosie, Business Manager
Nate Sehongva, Warehouse Department
File

Please submit to the Governing Board the disposal of a Dynamic T-shirt Screen Printing. All available parts of the equipment have been inventoried and have been determined to be surplus or outdated and are to be disposed. The equipment can no longer be used by the San Carlos Unified School District.

The item is to be removed from the district inventory list.

San Carlos Unified School District

REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

SCHOOL SAN CARLOS School #20
DEPARTMENT WAREHOUSE

CHECK ONE: TRADE-IN _____ SALE _____ LOSS _____ TRANSFER (X) OTHER ✓
FROM: _____ TO: _____

Tag No.	Description (Include Model Number)	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-in Amount
02410363	DYNAMIC T-SHIRT SCREEN PRINTING EQUIPMENT.	—			
001221					

REASON FOR DISPOSITION: _____

SIGNATURE Nath. Schmitz Donald Hancock DATE 1-27-15
Department Head/Principal

SIGNATURE _____ DATE _____
Board Authorized Agent

Deleted from GFA listing by _____ DATE _____