Bonita Unified School District

SURPLUS / OBSOLETE EQUIPMENT LIST

List the equipment below that your site/department no longer needs. Indicate on the form if the item is in working or non-working condition. When the form has been completed and signed, forward the form to the Purchasing Department and we will circulate the list within the District. Any equipment that is not transferred to another site/department will be taken before the Governing Board for approval to surplus / dispose. Surplus equipment that is not publically sold, will be disposed of by Purchasing. Work Orders for pick up are to be submitted to the Maintenance Department after Board Approval.

Description	Model #	Serial #	BUSD Asset Tag	Working or NonWorking
4 Drawer File Cabinet - Tan at La Verne Heights SAC	NA	NA	NA	Working
4 Drawer File Cabinet – Gray at La Verne Heights SAC	NA	NA	NA	Working
4 Drawer File Cabinet – Dark Gray at La Verne Heights SAC	NA	NA	NA	Working
Supervisor Desk at Roynon SAC	NA	NA	NA	Nonworking
Storage Shelf at Roynon SAC	NA	NA	NA	Working

Site:	School Age Care Office	Date:	3/22/2019
Contact:	Patti Eide	Phone:	909-971-83330 ext. 5361

Signature: _____ Principal / Department Head

Board Approval Date: 5/1/19

Scheduled Pick-Up: _____

Purchasing 4/14/2014
Anna G Hamilton

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Description	Model #	Serial #	BUSD Asset Tag	Working or NonWorking
Hot Cart- Victory	Label Not Visible	Label Not Visible	00416	Non-Working
Heating Cabinet- GA Systems	H5	882	Label Not Visible	Non-Working

Site:	Central Kitchen (Outside in yard)	Date:	4/8/2019
Contact:	Edna McKenna	Phone:	Ext 5281

Signature: _____
Principal / Department Head

Board Approval Date: 5/1/19

Scheduled Pick-Up: _____

Purchasing 4/14/2014
Anna G Hamilton

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BUSD BUSINESS SERVICES