

**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.

[illegible]

<b>Site:</b>	Ekstrand	<b>Date:</b>	8-7-19
<b>Contact:</b>	Marcia Rodgers	<b>Phone:</b>	971-8203

Signature: Ji Wang Principal / Department Head

Board Approval Date: 9-4-19

**Scheduled Pick-Up:** \_\_\_\_\_

(pending)

Purchasing 4/14/2014  
Anna G Hamilton







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Description	Model #	Serial #	BUSD Asset Tag	Working or NonWorking
Coin Operated Sticker Machine				Non Working
1 Audio Machine & Monitor		18188Ja031651		Non Working
1 VCR machine & sound system				Non Working
1 small rolling cart				working
1 rolling teacher chair				Working
2 small file cabinets				Non working
46 large student chairs				Working
31 primary student chairs				Working
8 padded office chairs				working
1 small student desk				working
15 student desks				working
1 student desk				non working
1 recliner				working
1 window blind				non working
1 Strong Trouperette III spot light				unknown
2 microwaves				non working

Site:	<i>Oak Mesa</i>	Date:	<i>8/23/19</i>
Contact:	<i>Steven Patterson</i>	Phone:	<i>971-8209</i>

Signature: \_\_\_\_\_

Principal / Department Head



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Description	Model#	Serial#	BUSD Asset Tag	Working or NonWorking
DELL LAPTOP	E5500	38909673973	12901	Nonworking
		CIS TAG ON THIS LAPTOP AND HARD DRIVE REMOVED		
8 – 5R Batteries	700mAh	6V		Nonworking

Site:	Oak Mesa	Date:	August 19, 2019
Contact:	Debra McGarry	Phone:	909-971-8209 ext 4912

Signature

OAK MESA ELEMENTARY

Principal / Department Head

Board Approval Date: September 4, 2019

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (Personal Property)**

The Governing Board recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the District. The Superintendent or designee shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements of state law.

The Superintendent shall identify to the Board all items not needed by the District, together with their estimated value and a recommended disposition.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.

2. Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping or patronizing references to either sex, to members of racial, ethnic, religious, vocational or cultural groups, or to persons with physical or mental handicaps.
4. Have been inspected and discovered to be damaged beyond use or repair.

The Board may dispose of District property by any of the following methods:

1. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Timely notice for bids shall be posted or published as specified

[illegible]

Signature:  
Purchasing 4/14/2014  
Anna G Hamilton



# Bonita Unified School District SURPLUS / OBSOLETE EQUIPMENT LIST

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	Description	Model #	Serial #	BUSD Asset Tag	Working or NonWorking
1)	2A Titmus Vision Screener	2A Vision	CA54292	08024	Working
	reason for disposal:	Screener	newer technology	no forseen value.	
2)	EAR SCAN Impedance (Acoustic)	ES-TH	06120994	non listed	not working
	reason for disposal:		- can not be calibrated	no forseen value	obsolete
3)	EAR SCAN	ES2.1 TH	06411089	non listed	not working
	reason for disposal:		can not be calibrated	no forseen value	obsolete
4)	Healthometer Infant scale	388501	0000000420621	non listed	working
	reason for disposal:		no use	value.	
5)	Inst-a-line Visual acuity tester	900	007242	non listed	working
	Good light		reason for disposal	old technology	obsolete
6)	AE205/AE206		Tympanometer 25/356	non listed	working
	reason for disposal:		Old Technology		obsolete

Site:	San Dimas High School	Date:	8/15/19
Contact:	J Clark	Phone:	

Signature: [Signature] Health Services  
Principal / Department Head

Board Approval Date: \_\_\_\_\_

Scheduled Pick-Up: \_\_\_\_\_



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[illegible]

Site:	San Dimas	Date:	8/15/19
Contact:	J. Clark	Phone:	

**Signature**

Signature: K. Lindenmayer Principal / Department Head

Board Approval Date: \_\_\_\_\_

**Scheduled Pick-Up:** \_\_\_\_\_