

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
Juplo Duplicator	DP-4510	110753550		Working
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Site: Oak Mesol Contact: Kim Saav		Dat	e: 11 7 18	
Contact: Kim Soov	nalho		e: (909)971-820	7
Jones Oldo	ENM	1 11011	c. 1914)411 820	9
// /)			

Signature: Principal / Department Head

Board Approval Date: 12/5//8 Scheduled Pick-Up: NA TRADE IN



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Description	Model #	Serial	#	BUSD Asset Tag	Working or NonWorking
Duplo Copier		010700495		No Tag	Not Working
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Site: Shull		T	Date:	11/13/2018	
Contact: Monica Moore			Phone:		
Q	nujerny	Dwell			
ignature:					
	/ /	Principal / Depa	tment Head		
oard Approval Date:	2/5/18		6.1	eduled Pick-Up:	

Purchasing 4/14/2014 Anna G Hamilton



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Des	cription	Model #	Serial #	BUSD Asset Tag	Working or NonWorking
2-four draw	er file cabinets				
5- two draw	er file cabinets				
2- book shel	fs				
6- 4' desk ta	bles				
2-6' tables					
1-Chair desk					
1-storage ca	binet				
Site:	Chaparral Hig	h School	Date	: 11/14/2018	
					1011
Contact:	Jeanie O Conneil		Filone	. 303-37 I-0240 X	1011
Contact:	Jeanie O'Conr		Phone	: 909-971-8240 X 4	4011
Signature:	CNU	anne secui	Principal / Department He	ad	
Board Approv	val Date: 17	istane blac 15/13		cheduled Pick-Up:	



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Model #	Serial #	BUSD Asset Tag	Working or NonWorking
IM4511	7030245	A900475	Non-Working

Site:	School Age Care Office	Date:	11///2018	
Contact:	Patti Eide	Phone:	909-971-83330 ext. 5361	
	A			

Signature:	SAAR .		
5/1/20		Principal / Department Head	
Board Approval Date:	12/5/18	Scheduled Pick-Up:	