

EAST SIDE UNION HIGH SCHOOL DISTRICT

REQUEST FOR SURPLUS/DISPOSAL OF EQUIPMENT

School/Dept: _____ Date: _____

Contact Person: _____ Phone/Ext. #: _____

ITEM	DESCRIPTION (Make, Model, Mfr.#)	ESUHSD NO.	SERIAL NO.	REASON (i.e. obsolete, broken, not usable, replaced but usable)
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2				
3				
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Principal/Program Manager Approval: _____ Date: _____

Procedure:

1. School/Dept. completes request form.
2. School/Dept. submits completed form to Director of General Services.
3. Surplus/Disposal list submitted to Board for approval.
4. Approved list forwarded to Warehouse and/or outside vendor to schedule pick-up from school/dept.

For Office Use Only

- ✓ Director of General Services Approval: _____
- ✓ Pick-up schedule: _____
- ✓ Board Approval: _____
- ✓ Data Entry: _____
- ✓ Other Notes: _____

EAST SIDE UNION HIGH SCHOOL DISTRICT

Surplus Equipment Inventory Procedure

1. School/Dept. completes inventory of surplus equipment on “Request for Surplus/Disposal of Equipment” form.
 2. School/Dept. submits completed form to Director of General Services.
 3. Director of General Services submits Surplus/Disposal list to Board for approval.
 4. Upon Board approval, surplus equipment may be sold, donated, and/or disposed of in accordance with Education Code Sections 17545 and 17546
 5. Warehouse staff and/or outside vendor shall contact school/dept. to schedule pick-up of surplus equipment
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