# *Central Unified School District*
# *SURPLUS REQUEST*

SURPLUS MATERIALS MUST BE BOARD APPROVED AND DECLARED SURPLUS PRIOR TO REMOVAL, DESTRUCTION OR AUCTION. IF YOU HAVE ITEMS AT YOUR SITE / DEPARTMENT THAT ARE OBSOLETE, NO LONGER WORKING OR NO LONGER NEEDED, PLEASE COMPLETE THIS FORM AND SUBMIT TO THE PURCHASING/WAREHOUSE MANAGER. PLEASE MAKE SURE THE SITE OR DEPARTMENT ADMINISTRATOR HAS SIGNED THE "APPROVING OFFICIAL" SECTION PRIOR TO SUMBISSION.

SITE:_____ APPROVING OFFICIAL SIGNATURE:_____ DATE:_____

| BARCODE NO. # | SERIAL NO# | QTY. | REASON FOR SURPLUS *(OBSOLETE, BROKEN, DAMAGE LOSS, CAN'T LOCATE)* | CONDITION *(GOOD, FAIR, POOR)* | ITEM DESCRIPTION *(INCLUDE MANUFACTURER AND/ OR MODEL)* |
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NOTES:_____
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FOR PURCHASING / WAREHOUSE USE

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|---|---|
| DATE FORM REC'D: | INITIAL: |
| DATE SENT FOR AGENDA PLACEMENT: | |
| BOARD APPROVAL DATE: | |
| DATE PICKED UP: | INITIAL: |
| DATE FORM FINALIZED: | INITIAL: |

updated 8-2018