

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, CA

RECEIVED

JUN 14 2019

NOTICE OF DISPOSABLE EQUIPMENT
(Prepare in Triplicate – All Copies to Chief Business Official)

TUHS
BUSINESS OFFICE

Site/Department Rodan J HIS Social Studies Date 6/12/2019

A. ITEM IDENTIFICATION:
(Please attach list of items for disposal)

Quantity	Description of Item: Make, Model, Serial Numbers and Special Accessories, if any	Age or Year Purchased	Estimated Current Value	Original Cost (If Available)
8	boxes of 8 textbooks each <u>The Americans</u>	2002, 2008,	Between \$3 - \$12 each	\$70 - \$90 ea

B. LOCATION (Where item can be inspected/picked up) Building RHS Room 205A
main building labeled

C. CONDITION: (Check One)

☒ Still operable or useable (See D) ☐ Needs repair ☐ Beyond repair

Estimate of Repair \$ _____
Estimate of Replacement \$ _____

D. REASON FOR DISPOSAL:

Outdated / no longer in use / Have been replaced

E. METHOD OF DISPOSAL:

☐ Scrap
☒ Donate (Explain) _____
☐ Sale (Circle One)

InterSchola Renew Computers Other (Explain): _____

Estimated Sales Value \$ _____

Requested By Lisa Kemp Date 6/12/2019 Approved By [Signature] Date 6/13/19
Principal/Designee

(Space below is provided for District Office use)

VALIDATION: (Check One)

Dispose as follows:

_____ Scrap _____ Donate _____ Sale _____ Other

Assistant Superintendent of Educational Services	Senior Director of Information Technology	Director of Maintenance & Operations	<u>[Signature]</u> Chief Business Official
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