

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Larkspur, CA

NOTICE OF DISPOSABLE EQUIPMENT

(Prepare in Triplicate - All Copies to Chief Business Official)

Site/Department RHS Social Studies + Date 3/5/19

A. ITEM IDENTIFICATION:

(Please attach list of items for disposal)

RHS Athletics - Swimming

Quantity	Description of Item: Make, Model, Serial Numbers and Special Accessories, if any	Age or Year Purchased	Estimated Current Value	Original Cost (If Available)
1	Refrigerator	Donated	N/A Doesn't work	N/A
1	Brother Printer - Has TUHSD ID tag	2006?	N/A Doesn't work	

B. LOCATION (Where item can be inspected/picked up) Building _____ Room _____

Fridge - 201 A - SS office

C. CONDITION: (Check One)

☐ Still operable or useable (See D)

☐ Needs repair

☒ Beyond repair

Both

Estimate of Repair \$ _____

Estimate of Replacement \$ _____

D. REASON FOR DISPOSAL:

neither work anymore

RECEIVED

E. METHOD OF DISPOSAL:

☐ Scrap

☐ Donate (Explain) _____

☐ Sale (Circle One)

MAR 07 2019

can be moved if needed.

InterSchola

Renew Computers

Other (Explain): _____

Estimated Sales Value \$ _____

Requested By Ann Tepovich Date 3/5

Approved By [Signature]

Principal/Designee

Date 3/6/19

(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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