San Leandro Unified School District SCHOOL/SITE: San Leandro High Page 1 of 1

TEXTBOOKS ~~ELECTRONICS EQUIPMENT~~ TO BE DISCARDED

DESCRIPTION / MAKE (BRAND NAME & TYPE OF EQUIPMENT)	REASON FOR DISCARDING THE ITEM	WORKING	MONTH/YEAR PURCHASED	LAST FUNCTION	BAR CODE (WHITE TAG)	MODEL NO. (BRAND MODEL #)
(SAMPLE) DELL TX240 SERVER	CAN IT BE MADE FOR STUDENT USE?	YES OR NO	01/99	OFFICE COMPUTER	IF OVER $500 00650	OPTIONAL DHM
Government in America ISBN 0321093364	Not in use, older edition	Yes	N/A			
		No				
		No				
		No				
	16x9 = 144	No				
	+ 14	No				
	+ 3	No				
		No				
	161 Total	No				
	copies	No				
	discarded	No				
		No				
		No				
		No				
		No				
		No				
		No				
		No				
		No				

Liza Ly
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

10/7/14
DATE

Revised 01/2010

DO NOT WRITE BELOW THIS LINE

1) BUSINESS OFFICE STAMP	2) INFORMATION TECH DEPT APPROVAL	3) INSTRUCTIONAL MATERIALS CENTER (CHECK)	4) BOARD APPROVAL	5) INSTRUCTIONAL MATERIALS CENTER (RECORD)