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

FURNISHINGS & GENERAL EQUIPMENT TO BE DISCARDED
(NOT ELECTRONICS)

ITEM	DESCRIPTION / STYLE (BRAND NAME AND/OR TYPE)	REASON FOR DISCARDING THE ITEM	QUANTITY
(SAMPLE) DESKS	CUBICLE STYLE UNITS	1	6
Wooden Carrols	Student Wooden Desk Carrols	Obsolete	2
	"it is not cost effective to repair"		
Plastic Chair	Plastic Student Chairs	Obsolete	3
	"it is not cost effective to repair."		
Metal Cart 1	2 Shelf Metal Cart with Wheels	Obsolete	1
	"it is not cost effective to Repair."		

Lynette Watkins
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

12/16/14
DATE

Revised 01/2010

DO NOT WRITE BELOW THIS LINE

BUSINESS OFFICE STAMP	BOARD APPROVAL	INSTRUCTIONAL MATERIALS CENTER