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

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
JVC Television	Obsolete	Yes	1989	Classroom	none	AV-27495
JVC Television	Obsolete	No Yes	2001	Classroom	none	AV-27220
JVC VHS Player	Obsolete	No ?		Classroom	None	HR-A524
JVC VHS Player		No ?		Classroom	015899	
Coby DVD Player	no longer working	No ?		Classroom	16529	
Coby DVD Player	obsolete	No ?		Classroom	16548b	
JVC Television	obsolete	No Yes	2001	Classroom	none	AV-27220
Panasonic VHS Player	obsolete	No ?		Classroom	none	
Kiki Cassette Recorder		No	1996		10082	
Bell + Howell cassette Recorder		No	1986		002516	
Califone Headset Center	not needed	No ?		Classroom	08538	
Califone Headset Center	not needed	No ?		Classroom	10093	
Califone Headset Center	not needed	No ?		Classroom	01319	
Califone Headset Center	not needed	No ?		Classroom	08476	
		No				
		No				
		No				
		No				
		No				

RECEIVED SEP 03 2015 BENEFITS DEPT

Lynette Watkins
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

9/3/15
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)

San Leandro Unified School District SCHOOL/SITE: Monroe

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
TV Carts	Black metal TV Carts	no longer needed	3

Lynette Watkins
PRINT NAME OF PERSON COMPLETING FORM

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BUSINESS OFFICE STAMP	BOARD APPROVAL	INSTRUCTIONAL MATERIALS CENTER