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
HP Printer	replaced	(Yes)	05/07	workroom	05794	
HP Printer	replaced	No yes	04/07	library	05740	
Samsung monitor	replaced	No		classroom		
HP printer	replaced	No		comp. lab		photosmart AL 1706
Acer monitor	replaced	No				
JVC V.HS Player	no longer needed	No		classroom	015903	
HP Harddrive	replaced by laptop	No	03/07	teacher	05732	
Acer monitor	replaced	No		teacher		AL 1706
HP Printer	replaced	No				
HP monitor	replaced	No yes		library	06307	
Panasonic tv	replaced	No yes		office	11311	
emachine	no longer needed	No		classroom		
hp harddrive	replaced	No yes	03/07	teacher	05737	
HP Keyboards (4)	no longer needed	No				
Dell Harddrive	no longer needed	No		classroom	01906	
HP Printer	replaced	No yes		workroom	00249	
HP monitor	replaced	No		classroom	05719	
emac	no longer working	No		classroom	00323	
(2) Coby DVD Player	broken	(No)				

Lynette Watkins
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

2/22/16
DATE

DO NOT WRITE BELOW THIS LINE

Revised 01/2010

1) BUSINESS OFFICE STAMP	2) INFORMATION TECH DEPT APPROVAL	3) INSTRUCTIONAL MATERIALS CENTER (CHECK)	4) BOARD APPROVAL	5) INSTRUCTIONAL MATERIALS CENTER (RECORD)
				RECEIVED MAR 01 2016 HUMAN RESOURCES