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MAY 24 2017

HUMAN RESOURCES

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

ELECTRONICS EQUIPMENT TO BE DISCARDED

DESCRIPTION / MAKE (BRAND NAME & TYPE OF EQUIPMENT)	REASON FOR DISCARDING THE ITEM	DISTRICT NO. (SLUSD-AV/M/COM #)	ASSET NO. (BLUE TAG)	BAR CODE. (WHITE TAG)	MODEL NO. (BRAND MODEL #)	SERIAL NO. (BRAND MODEL #)
(SAMPLE) DELL TX240 SERVER		4121	IF UNDER $500	IF OVER $500 00650	OPTIONAL DHM	B03WX11
HP LaserJet M2727nf broken					M2727nf	CNG8C1QM2F

Kellie Morris
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

5-17-17
DATE

DO NOT WRITE BELOW THIS LINE

Revised 01/2010

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

5) IT Dept.

San Leandro Unified School District SCHOOL/SITE: Juniper DO 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 6735b	No longer working	No	unknown	Laptop	CNU9496PNS	C6735bURM
HP 6735b	No longer working	No	unknown	Laptop	CNU94570HR	C6735bURM
HP 6530b	No longer working	No	unknown	Laptop	CNU950493M	C6530bUP
Dell Latitude E6410	No longer working	No	unknown	Laptop	B0GSWN1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	8X63TM1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	F0X92M1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	1W8KTM1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	7XC3TM1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	4GVFVM1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	C6DK0M1	
Dell Latitude E6410	No longer working	No	unknown	Laptop	B6MGVM1	
Dell Latitude	No longer working	No	unknown	Laptop	08397	B3C95S1
		No				
		No				
		No				
		No				
		No				
		No				
		No				

Margarita Alexander
PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

6/1/2017
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)