Calexico Unified School District Property Transfer/Surplus Form

Site From 17-District Office ▼ Date 5/6/2019

Contact person **Esther P. Martinez** Phone # (760) 768-3873

Site's indication for disposition of items (Check One)
Recycle ☐
Auction ☐
Reusable Surplus ☐
Site Transfer to ☐ ▼
Account Information _____
Board Approval Date _____
Asset ☐ Non-Asset ☑
Received by above identified site Date

If copier indicate # of copies.

	Item	Tag #	Serial #	Condition					If equipment is from the standard equip. list, do you want it replaced?		Priority			Action					
				Good	Bad	Repairable	Non-Repairable	Unknown	Yes	No	High	Medium	Low	Surplus	Auction	Garbage Bin	Recycle	Transfer	Other
1	Keyboard		714-0IP8-A03	☑	☐	☐	☐	☐	○	●	○	○	○	☐	☐	☐	☐	☐	☐
2	Keyboard		BDMGH0CWU6PQK0	☑	☐	☐	☐	☐	○	○	○	○	○	☐	☐	☐	☐	☐	☐
3	Keyboard		CN-04G481-71616	☑	☐	☐	☐	☐	○	○	○	○	○	☐	☐	☐	☐	☐	☐
4	Electronic Calculator		7D10348X	☑	☐	☐	☐	☐	○	○	○	○	○	☐	☐	☐	☐	☐	☐
5	Plantronics Headset System		PN77603-02	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
6	Plantronics Headset System		AL8-WO2	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
7	Plantronics Headset System		1722911997	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
8	Electric Stapler			☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
9	Punch Hole Battery (2 holes)		EP 210	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
10	RCA Cassette Recorder		RP3503-B	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
11	GBC Electrict Punch 3230		BF24732H	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
12	Electrical Shredder		023M0510INA2	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
13	Electrical Shredder		132K2906FK1	☐	☐	☐	☐	☑	○	○	○	○	○	☐	☐	☐	☐	☐	☐
14	Dell Mouse		CN-0DV0RH-71616-71P-2QXE	☑	☐	☐	☐	☐	○	○	○	○	○	☐	☐	☐	☐	☐	☐
15				☐	☐	☐	☐	☐	○	○	○	○	○	☐	☐	☐	☐	☐	☐

Authorizied by site administrator Esther P. Martinez Jenny Smith

Authorized by Information Tech. Dept. _____ (If Necessary)

Authorized by Business Services Dept. _____

Deskjet Plus 3230