MUHSD SURPLUS / OBSOLETE FORM

Site	Asset #	Serial / VIN	Item Description	Manufacturer	Model	Reason for Disposal/Surplus
D. O.	1234567	1234567-890	Typewriter	IBM	GIBBY 5555	No longer functional for District use

I declare the above items to be surplus or obsolete and request the MUHSD governing board to declare above items surplus or obsolete.

Principal Signature:_____ Date: _____

(NO ITEMS WILL BE RECEIVED AT THE WAREHOUSE UNLESS THIS FORM IS COMPLETED AND SIGNED BY THE SITE PRINCIPAL)