

Yucaipa-Calimesa Joint Unified School District

PURCHASING SERVICES

Surplus Removal **OR** Asset Moving Worksheet

ALL ITEMS PURCHASED WITH DISTRICT FUNDS, DEEMED SURPLUS OR NOT, **ARE NOT AVAILABLE FOR PRIVATE PURPOSE BY EMPLOYEES OF THE DISTRICT.** IF YOU ARE INTERESTED IN A SURPLUS ITEM, PLEASE CONTACT PURCHASING SERVICES AT EXT. 134 FOR INFORMATION REGARDING AN UPCOMING SURPLUS SALE.

SCAVENGING IS PROHIBITED

REQUESTOR _____ DATE _____

SITE _____

ROOM/AREA FOR PICK UP _____

MAKE/DESCRIPTION	MODEL	SERIAL #	ROOM#	ASSET TAG#	CONDITION	NEW SITE/LOCATION

Please fill in completely. ***If an incomplete form is submitted, your pick up will be delayed/denied.

INSTRUCTIONS: Check off as you have completed them.

- * For any item that has been tagged with a PROPERTY OF Y.C.J.U.S.D. asset tag, **please note the tag number**
- Items over \$500.00 will have a District tag, and they need to be removed from the Asset System.
- This includes: Computers, Laser Printers, Machinery & Tools, etc.
- * If it is an older item, for example an Apple Computer, and you do not find a tag, please **note N/A in the tag area.**
- * If you are surplusng the entire system, only the CPU's are tagged. The monitor should not have a tag.
- * The serial number will be the one on the back of the CPU. It may contain letters & numbers - EXAMPLE - JCPKS31
- * For furniture etc. Note the type and the condition. (**Good, broken, poor etc.**)
- * All cables, mice & keyboards must be disconnected & put into boxes.
- * **Administrative computers signed off below by John Banez.**
- * **Surplus clearly marked in the designated area.**

TAG EXAMPLE

PROPERTY OF
Y.C.J.U.S.D.
||||| ||||| ||||| ||||| |||||
004638

** Send this completed sheet to Barbra Newlin - Purchasing Manager.

***All Administrative computers being moved must be approved by our IT Department.

***All Administrative computers being surplusd must have the hard drive cleared out by our IT Department.

Please have this form signed off by John Banez prior to submitting to Purchasing

_____ IT Signature _____ Date Completed

