FREMONT UNION HIGH SCHOOL DISTRICT
SURPLUS EQUIPMENT FORM

Instructions:

1. Please complete this form for all equipment items you wish to surplus. Do not leave any item blank.
2. Once completed, use the E-mail button to send the form to the site Principal/Designee for approval (signature)
3. Principals/Designee, once you have approved the form with your signature, use the E-mail button to send the form to Erik Walukiewicz for approval

Date:		**Site:**	(select)	**Completed By:**	

Tag #	Description	Serial #	Reason for Surplus

Principal/Designee Signature

District Office Mgr. Signature

E-mail Form

Distribution: Originator sends to Site Principal/Designee sends to Erik Walukiewicz sends to Purchasing.

Rev. 10/1/09