

Shoreline School District
DECLARATION OF SURPLUS – FORM 7251F

THIS FORM IS NOT TO BE USED FOR ITEMS VALUED OVER \$5000.00

Dept./Bldg Name: _____ Date: _____

Location of Surplus: _____

Any computer tape, disc, hard drive, floppy, CD or other storage medium used to store district data must be totally erased or rendered unreadable before it is disposed of. Staff should contact the IT Department for assistance if necessary.

Has all sensitive district data been totally erased? Yes No Not Applicable

If you are disposing of multiple items in the same category (e.g., 20 computers), complete this page then list the individual items with serial numbers and tag numbers on an attached sheet. Non-equipment items such as chairs, tables, desks, etc. may be grouped as one lot. To ensure the correct equipment is removed from your department, the inventory tag number must be supplied.

To be completed by owning department

Qty	Description/Model	Inv. Tag #	Serial Number	Condition

Authorized Owning Department/Building Administrator:

Name: _____

Date: _____ Signature: _____

Received by: _____ Date: _____

Specific location stored until the approved sequence of disposal is completed: