

Site/Dept:\_\_\_\_\_

Date:\_\_\_\_\_

**Moorpark Unified School District**  
**Obsolete/Surplus Furniture & Equipment Pick Up Form**

The following Furniture/Equipment is no longer needed at this Site:

| MUSD Asset Tag # | Description | Model | Serial | Location of Pick up | Working/Not Working | Warehouse Only |
|------------------|-------------|-------|--------|---------------------|---------------------|----------------|
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |
|                  |             |       |        |                     |                     |                |

Please return the completed form to the Purchasing Specialist via email to Sarah Hernandez at shernandez@mrpk.org, fax @ 805-517-1741, or through district mail for approval and pick up.

**Site Administrator Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Warehouse Use Only:**

District/Purchasing Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date form was received: \_\_\_\_\_ Picked Up By: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

**Reason Code :**

**OBS** - Obsolete; Going to the trash   **Parts** - Will be used for Parts   **RP** - Repurposed (need transfer form )   **RTN**- Returned to Vendor   **T** - Trash

Site/Dept:\_\_\_\_\_

Date:\_\_\_\_\_

[illegible]