

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

SURPLUS/TRANSFER OF PROPERTY FORM

1. If more than one item is to be removed, please attach a list with all required information regarding each item.
2. Site Manager/Administrator signature and date is required to process this request.
3. List the site where the item is currently located.
4. Describe in detail (i.e. HP 870C Deskjet Printer) the item that is to be removed from your site.
5. Indicate Serial Number and District ID Number (if applicable).
6. Circle the condition for the item.
7. Item should remain at the site until the Business Department has scheduled a pick-up.

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Requested by: Dan Wexler

Date: 10-31-2025

Authorized by: Dan Wexler

Date: 10-31-2025

Sites: RES, WES, DO, ALIS, REHS, and TMS

Item Description: See Attached list

FOR DISTRICT OFFICE USE ONLY

Saleable: _____ Date _____

Disposable: _____ Date _____

Salvageable: _____ Date _____

