

**SEQUIM SCHOOL DISTRICT  
SURPLUS EQUIPMENT DATA SHEET**

Date:  
Surplused By:  
Building:

The following form must accompany the items being surplused. A copy must also be sent to the District Office giving notice for the items to be included in the annual surplusing of equipment. If the items are textbooks or instructional materials, the items must be listed, with a copy of the list in the box, a copy of the list taped to the outside of the box, and a copy of the list sent to Mike Santos at the District Office.  
Surplus is being stored in various locations.  
Call at x275 if you have questions.

Quantity	Item	Serial No.	Condition

Received by: \_\_\_\_\_

Date of Sale: \_\_\_\_\_

Stored at: \_\_\_\_\_

Board  
Signature \_\_\_\_\_