

Lake Stevens School District Asset-Tagged Equipment Surplus Form

Lake Stevens School District - Asset-Tagged Equipment Form

School: _____

Contact: _____

Date: _____

Description of Equipment	Location	Equipment				Tech. Dept.	
		Make	Model	Serial Number	Tag Number	Surplus Code*	Secure (initials)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

* Surplus Codes: S - Surplus, D - Dispose

Routing information: Courier: _____ Finance: _____ Admin: _____