

TACOMA SCHOOL DISTRICT #10

Equipment Surplus Form

1. Surplus of technology equipment: Attach this form to an email to [BERT@tacoma.k12.wa.us](mailto:BERT@tacoma.k12.wa.us)  
Subject: EQUIPMENT SURPLUS  
(OR)
2. Surplus of all other items: Attach this form to an email to [PurchasingFA@tacoma.k12.wa.us](mailto:PurchasingFA@tacoma.k12.wa.us)  
Subject: SURPLUS REQUEST

**NAME OF PERSON INITIATING TRANSFER:**

**DATE:**

FROM

TO

Loc. Name:

Loc. #

Loc. Name: **WAREHOUSE-Surplus**

Room #

**DATE**

*See District Regulation 6211R and the Fixed Asset Guidelines for more detailed instructions*

**NOTE:** All items being submitted for surplus action must be identified below

TAG/BARCODE	QTY	DESCRIPTION	MANUFACTURER	MODEL/SERIAL	Final Determination by Technology
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer
					Surplus
					Transfer