

**MUSCOGEE COUNTY SCHOOLDISTRICT
Computer and Technology Equipment
Declaration of Surplus**

School: _____ Person Completing Form: _____

Verified: _____ Principal: _____ Date: _____
(Signature of ITS/ITC/School Technician) (Signature)

This form must be completed by any unit declaring any technology surplus equipment. It must be signed on the space indicated above by the school's ITS, ITC or school-based technician. The equipment listed as surplus will be advertised throughout the district in an attempt to place surplus equipment where it can be used by others. Computers and other equipment that are not wanted for any purpose will be discarded.

Computers

Brand Name	Model	Processor	MCSD Tag #	Serial #	Condition (Check One)			
					Good	Fair	Poor	Not Working
<i>Example: IBM</i>	<i>PS/2</i>	<i>286</i>	<i>XXXXXXX</i>	<i>XXXXXXXXXXXXXXXXXXXX</i>				<i>X</i>

Other Equipment

Brand Name	Description	MCSD Tag #	Serial #	Condition (Check One)			
				Good	Fair	Poor	Not Working

- NOTE:
1. Copy this form for your records.
 2. Attach this form to a Fixed Asset Transfer (FAT) form.
 3. Send both forms to the Property and Records Department.