



LEMOORE UNION HIGH SCHOOL DISTRICT

5 Powell Ave., Lemoore CA, 93245

To: Lemoore Union High School District Board of Trustees
From: Mark Howard
Date: February 13, 2020
Subject: Surplus District Office & Cafeteria Items

Background:

After conducting an inventory of our fixed assets in the District Office and Cafeteria, the following items are so old that many have been disposed of long ago, or have been identified as obsolete or no longer in use.

Asset #	Description	Location
31005739	Postage Machine	D.O
31007803	Nikon 10.2 Digital camera	D.O
31006775	Lathem time stamp machine	D.O
31003340	Laser printer LJ4000TN	D.O
31002448	Scanner /30092-scanner	D.O
31007591	Javelin 14 dual Vacuum	D.O
31000323	2-door Fridgerator	Café
31000410	Griddle Top Range	Café
31005518	Plastic Mobile buffet	Café
31005520	Plastic Mobile buffet	Café
31005524	Warmer	Café
31005525	2 Door Refrigerator	Café
31005681	Ice Maker	Café
31006416	Gas fryer	Café
31006417	Gas Fryer	Café
31007127	2007 carry all food Cart	Café
31007666	Dell Computer	Café
31005544	Mobile Buffet	Café
31005808	Refrigerator WhirlPool	Café
31006622	Vending Cart	Café
31007425	Mobile Cabinet	Café
31006022	Terminal	Café
31006020	Student management	Café
31006021	Meal Tracker	Café
31006025	Terminal	Café
31006969	HP Touch Screen Notebook	Café
31009304	64 GB Ipad Air	Café
31005519	Plastic Mobile buffet	Café



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Financial Impact:

There is no financial impact.

Recommendation:

Declare the items surplus, worth less than \$2,500, and allow the staff to dispose of it. Retired assets shall be removed from the Financial Accounting System.