

# NOVATO UNIFIED SCHOOL DISTRICT

## DISPOSAL REQUEST: BOOKS / EQUIPMENT

**PROCESS:** COMPLETE FORM → BUSINESS → BOARD MEETING → APPROVED COPY TO SITE → P / U ARRANGED BY MAINTENANCE

A. SCHOOL SITE / DIVISION: Rancho

B. ITEM IDENTIFICATION: *(if multiple books or items, please attach a complete list)*

QUANTITY	DESCRIPTION: COURSE OF STUDY, PUBLICATION DATE, MAKE, MODEL, SERIAL NUMBER, SPECIAL ACCESSORIES, ETC.	ESTIMATED AGE	ESTIMATED VALUE
1	Samsung Chromebook / ser# U699FCD17689P (2yr)		\$ ~ 200-
	NUSD TAG A00 1552		\$
	Purchased 2/2014		\$
			\$

C. LOCATION: (where item(s) can be picked up) \_\_\_\_\_

D. CONDITION: *(check one)*      ☐ STILL USEABLE      ☐ NEEDS REPAIR      ☒ BEYOND REPAIR

E. REASON FOR REQUEST:

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F. RECOMMENDATION FOR DISPOSAL: *(check one)*

**BOOKS / INSTRUCTIONAL MATERIALS**

☐ RECYCLE *(Damaged Materials Only)*

☐ DONATE *(Arranged by Warehouse)*

▼ Follett Educational Services

▼ Academic Book Services

▼ Novato Library

▶ OTHER: \_\_\_\_\_

**EQUIPMENT**

☐ RECYCLE

☐ DONATE *(see below)*

☐ SELL *(see below)*

☒ KEEP FOR PARTS

☐ DISPOSE

G. INDIVIDUALS WHO MAY HAVE INTEREST IN THE ABOVE EQUIPMENT:

NAME	ADDRESS	PHONE

Skinner  
Site Administrator / Department Head

1/26/16  
Date

Director of Instruction – *approval required on instructional materials for disposal*

\_\_\_\_\_  
Date

**DISPOSE OF AS FOLLOWS:**

☐ DONATE: \_\_\_\_\_      ☐ RECYCLE      ☐ DISPOSE      ☐ SELL      ☐ KEEP FOR PARTS

Received by Business Services: \_\_\_\_\_      Date of Board Approval: \_\_\_\_\_

## CAROLE MENCARELLI

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**Subject:** FW: Rancho-PO142410/Quote# FBNX235

**From:** ROGER POWELSON  
**Sent:** Monday, January 25, 2016 1:33 PM  
**To:** CAROLE MENCARELLI; SUZAN SPRY  
**Subject:** RE: Rancho-PO142410/Quote# FBNX235

NUSD TAG  
ADD 1552

The power supply has been damaged. My suggestions is to use it for spare parts(keyboard, battery, etc).

Roger Powelson  
Rancho Elementary School / 1430 Johnson St. / Novato CA 94947 / w: 415 897-3101 / m:415 847-6813 /  
<http://www.ranchoschool.org/>

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**From:** CAROLE MENCARELLI  
**Sent:** Monday, January 25, 2016 12:55 PM  
**To:** SUZAN SPRY  
**Cc:** ROGER POWELSON  
**Subject:** FW: Rancho-PO142410/Quote# FBNX235  
**Importance:** High

Hi Sue, Below is the response in regards to the broken pad on my desk. I don't know whether you or Roger would want to troubleshoot it with Samsung, so I'll leave it you to talk to Roger and the pad is under my desk in a box on the left. The answer you get from Samsung may possibly be the same one for each one of the pads as they go out so it's info for you both to have in the future when they all start going one by one... thanks ☺

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**From:** Justin Lindberg [<mailto:justlin@cdwg.com>]  
**Sent:** Monday, January 25, 2016 12:34 PM  
**To:** CAROLE MENCARELLI  
**Subject:** RE: Rancho-PO142410/Quote# FBNX235

Hey Carole,

I looked it up... unfortunately no it's out of warranty. However if you call Samsung and give them the serial number they may be able to help you troubleshoot it and at least tell you some options. 1 (800) 726-7864

**Justin Lindberg**  
Senior Account Manager | CDW-G  
Phone: 877.325.9337 | Fax: 312.705.0645  
E-Rate Spin # 143005588

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**From:** CAROLE MENCARELLI [<mailto:CMENCARELLI@nUSD.org>]  
**Sent:** Friday, January 22, 2016 7:15 PM  
**To:** Justin Lindberg  
**Subject:** Rancho-PO142410/Quote# FBNX235  
**Importance:** High

Hi Justin,

I was wondering if the equipment we bought back in February 2014 is still under warranty – specifically...



**Novato Unified School District  
Rancho Elementary School  
Barcode Index**

Barcode	Booktag	Item, Description * Make * Model	Site / Room No.	Acquisition Date	Acquisition Cost	Age	Useful Life	Salvage Value	Annual Depreciation	Accumulated Depreciation	Depreciated Value
A001551	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001552	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001553	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/011	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001554	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/011	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001555	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/011	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001556	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/011	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001557	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/011	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001558	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/015	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001559	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/015	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001560	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/015	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001561	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/015	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001562	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/015	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001563	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/016	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001564	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/016	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001565	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/016	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001566	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/016	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001567	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/016	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001568	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/019	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001569	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/019	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001570	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001571	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001572	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001573	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001574	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/010	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001575	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/009	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001576	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/009	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001577	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/009	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001578	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/009	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001579	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/009	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001580	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/007	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001581	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/007	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001582	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/007	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001583	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/007	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001584	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/007	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211
A001585	No	Laptop, "Samsung" Chromebook XE303C12	Rancho Elementary School/006	02/13/2014	\$279	1.5	6	\$8	\$45	\$68	\$211

\* Donated Item