

To: Michelle Barlow

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
FROM: Amy Peterson

DATE: 11/28/2011 mm/dd/yyyy

SUBJECT: Request to Surplus Property

Please Read: The District does not have a storage facility or space; therefore, storage of surplus equipment is a school responsibility. The District will advertise available surplus at www.spencer.k12.ky.us/co/finance/surplus_items.htm so other schools can check for needed equipment before ordering new. Occasionally surplus property will be advertised for sealed bid or auctioned.

Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
SCMS	1	Printer	VNB3C95090		Not Usable
SCMS	1	Paper Shredder	095232083		Not Usable
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
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Michele Barlow at Central Office

NOW PRESS SUBMIT



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