

## MEMORANDUM

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TO: Superintendent, Spencer County Public Schools  
 FROM: Spencer County Adult Education

DATE: 06-13-12

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](http://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
Adult Ed -	1	key board	3902c952		Usable - Good -
Adult Ed -	1	printer	5g7881c1dd		Not Usable -
Adult Ed -	1	monitor-white	23-bfp40		Usable - Good -
Adult Ed -	1	monitor-black	mf82		Usable - Good -
Adult Ed -	1	Dell computer	10630909		Not Usable -
Adult Ed -	1	Dell monitor	pe1135t		Usable - Good -
Adult Ed -	1	hp scanner	c8500a		Usable - Good -
Adult Ed -	1	computer compac	6y24-jyfc-c06y		Not Usable -
Adult Ed -	1	dell white monitor	84779-c1xw5-87		Not Usable -
Adult Ed -	1	dell monitor-black	07c051		Usable - Good -



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 Michele Barlow at Central Office



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
Adult Ed	1	white monitor	052cg431-j998		Usable - Good
Adult Ed	1	white lexmark printer	4044-001		Not Usable
Adult Ed	1	white computer	3zb4a		Not Usable
Adult Ed	1	printer hp	5g9331vopv		Not Usable
Adult Ed	1	compaq computer	6110dysza709		Not Usable
Adult Ed	1	lexmark printer	4044-201		Not Usable
Adult Ed	2	keyboards dejj	04n454		Usable - Good
Adult Ed	2	black dell computers	34568		Usable - Good
Adult Ed	1	canon copier	zt531637		Not Usable
<choose one>					<choose one>



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