

SCHS

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools

FROM: Amanda Vance

DATE: 05/28/2013

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     |
|----------|-----|------------------------------------------|---------|------------|---------------|
| SCHS     | 1   | TV, Cart and DVD player                  |         |            | Usable - Poor |
| SCHS     | 1   | Stereo                                   |         |            | Not Usable    |
| SCHS     | 1   | Roll Cart                                |         |            | Usable - Good |
| SCHS     | 1   | Scanner                                  |         |            | Not Usable    |
| SCHS     | 3   | Over Head Projectors                     |         |            | Usable - Poor |
| SCHS     | 3   | Printer                                  |         |            | Not Usable    |
| SCHS     | 1   | Copier                                   |         |            | Not Usable    |
| SCHS     | 1   | Computer Tower                           |         |            | Not Usable    |
| SCHS     | 1   | Slide Projector                          |         |            | Not Usable    |
| SCHS     | 2   | Laundry Basket full of assorted computer |         |            | Usable - Fair |



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Michele Barlow at Central Office

NOW PRESS SUBMIT

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