

MEMORANDUM

DATE: 09/11/2013 mm/dd/yyyy

TO: Superintendent, Spencer County Public Schools
FROM: Bridget Murphy

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.kv.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
SCES	2	TV			Usable - Poor
SCES	2	CD player			Not Usable
SCES	2	Cassette Player			Not Usable
SCES	1	TV with Video Player built in			Not Usable
SCES	1	DVD player			Not Usable
SCES	1	LG brand Video Receiver			Usable - Fair
SCES	6	Overhead Projector			Usable - Good
SCES	1	Overhead Projector			Not Usable
<choose one>					<choose one>
<choose one>					<choose one>

Print Now - Send to your building principal and

Michele Barlow at Central Office

NOW PRESS SUBMIT



Submit Reset