

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
 FROM: Connie Bowman

DATE: 09/18/2013 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
TES ▼	1	inkjet printer	MY49LD7540		Usable - Poor ▼
TES ▼	1	laserjet printer		10655	Not Usable ▼
SCMS ▼	1	inkjet pritner			Not Usable ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
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 Michele Barlow at Central Office**



**NOW PRESS SUBMIT**