

ATTEN Michele Barlow

MEMORANDUM

TO: Superintendent, Spencer County Public Schools

DATE: 07/18/2014 mm/dd/yyyy

FROM: Ms. Arnold

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
TES ▼	4	4 drawer file cabinet			Usable - Fair ▼
TES ▼	1	5 drawer file cabinet			Usable - Fair ▼
TES ▼	5	chairs			Usable - Fair ▼
TES ▼	5	metal framed chairs			Usable - Good ▼
TES ▼	2	3x5 wooden tables			Usable - Fair ▼
<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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