

Michelle Barlow

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
 FROM: Ronda Cox

DATE: 07/25/2014 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.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
SCMS	59	Computer keyboards			Usable - Fair
<choose one>	57	Computer mouse			Usable - Fair
<choose one>	60	Computer monitors			Usable - Poor
<choose one>	61	Computer harddrives			Not Usable
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>



Print Now - Send to your building principal and
 Michele Barlow at Central Office

NOW PRESS SUBMIT



*Old computers in Lab 115 and Library Media Center; they are being replaced