**Board Memo**

**DATE:** 12/14/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Facility Management

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration as Surplus

**Date/Term (Beginning and End Dates/Year)**

N/A

**APPLICABLE BOARD POLICY:**

04.32-Model Procurement Code Purchasing

4E Boone County will provide safe, clean, learner-ready facilities.

2. Perform monthly evaluations of each facility to determine supports and resources needed to ensure safe and clean learning environments.

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Dan Razor Director of Facility Management requests that the attached items be declared as surplus. The items have been deemed as being at the end of useful life, broken, obsolete, or of no practical purpose to any of our school facilities. All technology items will be recycled per the District policy and proceeds from disposal will be directed to the Finance Department. All other items will be sold for scrap, disposed of, or donated according to District protocol.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I request the Board declare the items attached as surplus and approve their disposal in accordance with Board Policies, as presented.

**CONTACT PERSON: (submitter)**

Donny Grant, Purchasing Administrator