

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
 FROM: Michele Hood

DATE: 03/06/2012

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](http://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
SCHS	1	TV/VCR	v17142747		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>
<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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