

# MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
FROM: Bridget Murphy, LMS

DATE: 08/17/2012 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.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     |
|--------------|-----|-----------------------------------------|---------|------------|---------------|
| SCES         | 8   | Box of weeded library books             |         |            | Usable - Poor |
| SCES         | 13  | Projection screen                       |         |            | Usable - Good |
| SCES         | 2   | Sony Digital Cameras - Floppy Disk type |         |            | Usable - Poor |
| SCES         | 2   | Califone cassette players/recorder      |         |            | Not Usable    |
| SCES         | 1   | 2006 Laptop Computer                    |         |            | Not Usable    |
| <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**

Submit Reset

