

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
 FROM:

DATE: 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 |
|--|--------------------------------|-------------------------------|------------------|------------|--|
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Shredder | SH2715CP | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Classroom Amp System | 8435080502-2-047 | | Usable - Fair <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Cassette Recorder | DE090077 | | Usable - Fair <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Phonic Ear Charger | 97039659 | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Phonic Ear System | 97038470 | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Phonic Ear System | 97035672 | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Bell & Howell Language Master | 1732B | | Usable - Fair <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | MicroVox Charger | 612167 | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | MicroVox Charger | 611137 | | Not Usable <input type="text" value="v"/> |
| Preschool <input type="text" value="v"/> | <input type="text" value="1"/> | Phonak Hearing System Pieces | Parts and Pieces | | Not Usable <input type="text" value="v"/> |



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 Michele Barlow at Central Office



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