

MEMORANDUM

TO: Superintendent, Spencer County Public Schools

DATE: 4/10/2014 mm/dd/yyyy

FROM: TES Cafeteria, Lissi Petersen

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
TES	1	Steamer	AP1001177ON3375		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>



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



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