

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.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
Preschool ▼	2	Toaster Ovens	30590		Usable - Fair ▼
Preschool ▼	1	Chart Stand	No Serial #		Usable - Fair ▼
Preschool ▼	1	Toaster	4902		Usable - Fair ▼
Preschool ▼	1	Record Player	140418		Usable - Fair ▼
Preschool ▼	1	Schoolmate Listening Station	GD21548		Usable - Fair ▼
Preschool ▼	1	VCR	016100426475		Not Usable ▼
Preschool ▼	1	Cricut Machine	CRV001		Usable - Fair ▼
Preschool ▼	1	Box of Headphones	701001016319		Usable - Fair ▼
Preschool ▼	1	Learn to Read Phonics Desk	1200199903		Usable - Fair ▼
Preschool ▼	1	Cannon Scanner	UZQ328650		Usable - Good ▼



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

NOW PRESS SUBMIT

