

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
 FROM: Todd Russell

DATE: 11/10/2014

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	3	TV Stands - mount to wall			Usable - Good
Preschool	1	Sharp TV	010833610		Usable - Fair
Preschool	1	Sharp TV	183190		Usable - Fair
Preschool	16	Various Records for Record Player			Usable - Fair
Preschool	1	Dry Erase Board w/ wooden frame			Usable - Fair
Preschool	1	Phonic Ear Handheld Transmitter	922T		Not Usable
Preschool	1	Phonic Ear Switching Power Supply	0407402186		Not Usable
Preschool	1	Phonic Ear Charger	923C		Not Usable
Preschool	1	Phonic Ear Speaker w/ stand	920SR		Not Usable
<choose one>					<choose one>



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



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