

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
 FROM: Carol Herndon

DATE: 12/03/2014 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.kv.us/co/finance/surplus\\_items.htm](http://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
SCMS	1	Dell Computer Monitor	GT Services		Usable - Good
SCMS	1	computer keyboard	GT Services		Usable - Good
<choose one>	1	Dell Computer	9BNBXF1	12211	Usable - Poor
<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**



**NOW PRESS SUBMIT**

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