

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools

DATE: 04-23-2015 mm/dd/yyyy

FROM: Allison Berry / Bear Care

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
TES	1	CD player	N/A	N/A	Not Usable
TES	4	Rubber maid tubs	N/A	N/A	Not Usable
TES	1	Head phones	N/A	N/A	Not Usable
TES	1	Puppet holder	N/A	N/A	Not Usable
TES	1	doll bed	N/A	N/A	Not Usable
TES	35	Books	N/A	N/A	Not Usable
TES	1	Set of Legos & building blocks	N/A	N/A	Usable - Poor
TES	2	DVD	N/A	N/A	Usable - Good
TES	3	Paint Smocks	N/A	N/A	Not Usable
TES	1	Sand Table	N/A	N/A	Not Usable



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Michele Barlow at Central Office



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
TES	3	Dramatic play kitchen sinks	N/A	N/A	Not Usable
TES	2	Art Easels	N/A	N/A	Not Usable
TES	1	child's dramatic play couch	N/A	N/A	Not Usable
TES	1	Doll Bed	N/A	N/A	Not Usable
TES	1	Aqua Doodle	N/A	N/A	Not Usable
TES	1	File cabinet	N/A	N/A	Not Usable
TES	6	Dolls	N/A	N/A	Usable - Poor
TES	22	Rest mats	N/A	N/A	Not Usable
TES	1	Rectangle fold up table	N/A	N/A	Usable - Fair
TES	25	Puzzles and games	N/A	N/A	Not Usable



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