

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
TES ▼	50	Student desk			Usable - Fair ▼
TES ▼	1	teacher desk			Usable - Poor ▼
<choose one> ▼					<choose one> ▼
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**Print Now - Send to your building principal and
 Michele Barlow at Central Office**



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