

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
 FROM: Spencer County Elementary

DATE: 08-07-2015 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
SCES	40	5th grade reading textbooks			Usable - Fair
SCES	25	Writer's express textbooks			Usable - Fair
SCES	4	Assorted teacher manuals			Usable - Fair
SCES	30	5th grade social studies textbooks			Usable - Poor
SCES	20	Kentucky history books			Usable - Good
SCES	40	5th grade science textbooks			Usable - Good
SCES	2	Hooked on Phonics reading kits			Not Usable
SCES	5	old headphone sets			Not Usable
SCES	6 boxes	assorted workbooks, books, games			Usable - Fair
<choose one>					<choose one>



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

NOW PRESS SUBMIT



Submit Reset

FYI:  
 When I  
 hit the submit  
 button I got  
 an error message.  
 Gina McGinnis

emailed to Michelle Barlow  
 8/7/15 @ 3:10pm