

MEMORANDUM

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

DATE: 09/29/2015

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 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
Central Office ▼	1	IPAD (in 3 pieces)	DN6GCN6CDKPJ		Not Usable ▼
Central Office ▼	2	Tape Player			Usable - Poor ▼
Central Office ▼	6	VHS tapes - random videos			Usable - Fair ▼
Central Office ▼	2	DVDs - random			Usable - Fair ▼
Central Office ▼	1	Touchscreen (broken)			Not Usable ▼
Central Office ▼	2	Easy Ball mouse (broken)			Not Usable ▼
Central Office ▼	1	AlphaSmart Pro (developed 1995)			Not Usable ▼
Central Office ▼	1	AlphaSmart 2000 (developed 1997)			Not Usable ▼
Central Office ▼	13	AlphaSmart 3000 (developed 2000)			Not Usable ▼
<choose one> ▼					<choose one> ▼



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

NOW PRESS SUBMIT

Submit Reset

