

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools

DATE: 10/13/15

mm/dd/yyyy

FROM: Todd Russell, DoSE

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](http://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
Preschool ▼	2	Computer Tables			Usable - Good ▼
Preschool ▼	1	Computer Hard Drive			Not Usable ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
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Michele Barlow at Central Office

NOW PRESS SUBMIT


