

## 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](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
SCHS <input type="text" value="v"/>	1	Cart #12 Sylvania TV and Samsung DV	<input type="text"/>	<input type="text"/>	Usable - Poor <input type="text" value="v"/>
<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
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<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
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<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>
<choose one> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<choose one> <input type="text" value="v"/>



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

NOW PRESS SUBMIT

