

MEMORANDUM

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

DATE: 06/14/2016

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.ga.us/procurement/this_page.htm so that 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	1	Rolling Chalk Board - Broken			Not Usable
Preschool	1	Wooden Child's Hat Rack - Broken			Not Usable
Preschool	2	Wooden Paint Racks			Usable - Poor
Preschool	1	Dramatic Play Puppet Stand			Usable - Fair
Preschool	1	Wooden Child's Ironing Board			Usable - Fair
<choose one>	*				<choose one>
<choose one>	*				<choose one>
<choose one>	*				<choose one>
<choose one>	*				<choose one>
<choose one>	*				<choose one>



Please view, Sign, or e-sign building principal and
 District Director at Central Office



NO PRESS RELEASE

Submit | Reset