

MEMORANDUM

TO: Superintendent, Spencer County Public Schools

DATE: 08/14/2016 mm/dd/yyyy

FROM: Allyson Berry/ Bear Care

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 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 ▼	1	Adult size roller chair			Usable - Fair ▼
Preschool ▼	1	file cabinet			Usable - Fair ▼
Preschool ▼	2	Play fridge			Usable - Poor ▼
Preschool ▼	30	Blocks			Not Usable ▼
Preschool ▼	50	Lincoln Logs			Not Usable ▼
Preschool ▼	20	preschool Cots			Usable - Poor ▼
Preschool ▼	3	small round tables			Usable - Poor ▼
Preschool ▼	1	small odd shape table			Usable - Fair ▼
Preschool ▼	2	play stove			Usable - Fair ▼
Preschool ▼	3	play sinks			Usable - Fair ▼



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
Preschool ▼	2	Sand water tables			Usable - Poor ▼
Preschool ▼	8	baby dolls			Usable - Poor ▼
Preschool ▼	1	small square table			Usable - Fair ▼
Preschool ▼	2	Art easels			Usable - Fair ▼
Preschool ▼	2	rollable listening centers			Usable - Good ▼
Preschool ▼	6	puzzles			Not Usable ▼
Preschool ▼	2	Wooden rocker			Not Usable ▼
Preschool ▼	3	preschool size chairs			Usable - Poor ▼
Preschool ▼	100	children's books			Not Usable ▼
Preschool ▼	2	book shelves			Usable - Poor ▼



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
TES <input type="checkbox"/>	1	set of three metal lockers			Usable - Fair <input type="checkbox"/>
TES <input type="checkbox"/>	2	DVD Racks			Usable - Good <input type="checkbox"/>
TES <input type="checkbox"/>	1	small portable basketball goal			Usable - Fair <input type="checkbox"/>
<choose one> <input type="checkbox"/>	1	tub of Christmas Decor			Usable - Fair <input type="checkbox"/>
<choose one> <input type="checkbox"/>	2	Christmas Trees			Usable - Fair <input type="checkbox"/>
<choose one> <input type="checkbox"/>	1	box of stuffed animals			Usable - Fair <input type="checkbox"/>
<choose one> <input type="checkbox"/>					<choose one> <input type="checkbox"/>
<choose one> <input type="checkbox"/>					<choose one> <input type="checkbox"/>
<choose one> <input type="checkbox"/>					<choose one> <input type="checkbox"/>
<choose one> <input type="checkbox"/>					<choose one> <input type="checkbox"/>



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
Preschool ▼	1	Room divider			Usable - Poor ▼
Preschool ▼	20	Preschool Cots			Usable - Fair ▼
Preschool ▼	1	puppet stand			Not Usable ▼
Preschool ▼	3	circle rugs			Usable - Poor ▼
TES ▼	4	bean bag chairs			Usable - Poor ▼
TES ▼	1	TV			Usable - Fair ▼
Preschool ▼	1	adult rolling chair			Usable - Poor ▼
TES ▼	1	2 drawer filing cabinet			Not Usable ▼
TES ▼	25	foam mats			Not Usable ▼
<choose one> ▼	15	board games			Not Usable ▼



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