

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
 FROM: Taylor Stampfer

DATE: 07/27/2016

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.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
SCMS ▼	3	sound shell			Usable - Fair ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
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<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼



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

NOW PRESS SUBMIT



*I have a buyer for these - the North Bullitt Hs
 Band will purchase. Please do not throw
 away the sound shells! I will keep
 until they can be picked up.*

Taylor Stampfer