

## MEMORANDUM

TO: Superintendent, Spencer County Public Schools  
 FROM: Todd Russell, DoSE

DATE: 08/23/2016

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](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 ▼	6	Chairs/ seats (navy)			Usable - Poor ▼
Preschool ▼	2	Child sized couches			Usable - Poor ▼
Preschool ▼	1	Listening Center			Usable - Poor ▼
Preschool ▼	1	Wooden Kitchen set			Usable - Poor ▼
Preschool ▼	1	Wooden cabinet			Usable - Poor ▼
Preschool ▼	1	Wooden Telephone Booth			Usable - Fair ▼
Preschool ▼	1	Wooden table			Usable - Poor ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼
<choose one> ▼					<choose one> ▼



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

NOW PRESS SUBMIT

