

MEMORANDUM

TO: Superintendent, Spencer County Public Schools

FROM: Cathy Sherrard

DATE: 9/23/2016mm/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
SCHS	1	Monitor E177FPc	CN-0FJ181-64180-6BS		Not Usable
SCHS	1	Monitor E177FPc	CN-0FJ181-64180-6BS		Not Usable
SCHS	1	Monitor E551	CN-095WUP-46633-28		Not Usable
SCHS	1	Monitor E551	CN-095WUP-46633-2B		Not Usable
SCHS	1	Monitor M783s	MX-0X3782-47605-45R		Not Usable
SCHS	1	Monitor M783s	MX-0X3782-47605-45R		Not Usable
SCHS	1	Latitude 2100	HGX3LL1		Not Usable
SCHS	1	Latitude 2100	3CFQXL1		Not Usable
SCHS	1	Latitude 2100	FBFQXL1		Not Usable
SCHS	1	Latitude 2100	DHX3LL1		Not Usable



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LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
SCHS	1	Dell projector 4100MP	60J7F41		Not Usable
SCHS	1	Benq projector PB2120	99J2377B3143600135H		Not Usable
SCHS	1	Benq projector PB2120	99J2377B3143600149H		Not Usable
SCHS	1	Epson projector EMP-S4	J3VG676326F	11809	Not Usable
SCHS	1	Benq projector PB6110	99J9877B251500203T		Not Usable
SCHS	1	Samsung printer ML2525	Z2LRBAFZ601071D		Not Usable
SCHS	1	Optiplex 755	284HCF1		Not Usable
SCHS	1	Optiplex 755	8VFDMC1	12236	Not Usable
SCHS	1	Optiplex 755	8XFDMC1		Not Usable
SCHS	1	Optiplex 755	9WFDMC1		Not Usable



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Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
SCHS <input type="checkbox"/>	1	Optiplex 760	HZHDDK1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex GX620	JXHKZ91	11655	Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 745	4XFDMC1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 745	BXFDMC1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 745	80X7GD1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 380	HXNKLN1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 380	HXRLLN1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 380	HXSLLN1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 380	HXDMLN1		Not Usable <input type="checkbox"/>
SCHS <input type="checkbox"/>	1	Optiplex 380	HXKLLN1		Not Usable <input type="checkbox"/>



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LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
SCHS	1	Optiplex 745	1XFDMC1		Not Usable
SCHS	1	Optiplex 745	9XFDMC1		Not Usable
SCHS	1	Optiplex 755	7X012F1		Not Usable
SCHS	1	Optiplex 755	4X012F1	12165	Not Usable
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>
<choose one>					<choose one>



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