



Member Districts

Beechwood Independent ▪ Bellevue Independent ▪ Boone County ▪ Bracken County
Campbell County ▪ Covington Independent ▪ Dayton Independent ▪ Erlanger-Elsmere Independent
Fort Thomas Independent ▪ Ludlow Independent ▪ Newport Independent
Northern Kentucky University ▪ Pendleton County ▪ Silver Grove Independent
Southgate Independent ▪ Walton-Verona Independent ▪ Williamstown Independent

April 12, 2017

Disposal of Property

Dear Board of Directors,

We have some old technology items that need to be disposed of:

| BRAND | SERIAL NUMBER | DATE PURCHASED |
|---------------|---------------|----------------|
| DELL SERVER | 2V1JQH1 | 6/12/2013 |
| DELL SERVER | 5XJ5PH1 | 6/20/2012 |
| DELL OPTIPLEX | 2CCL6K1 | 6/30/2012 |
| DELL OPTIPLEX | 166WHK1 | 9/03/2015 |
| DELL LAPTOP | HQFFLR1 | 2/21/2013 |
| DELL SERVER | D8PD6D1 | 6/12/2005 |
| DELL LAPTOP | GF7RKH1 | 1/11/2010 |
| DELL LAPTOP | 40HTKH1 | 1/01/2011 |
| DELL LAPTOP | 21637 | 2/03/2000 |

Pursuant our Financial Procedures approved April 1, 2016 the Board of Directors shall approve the disposal of property. Since it is unusable, I recommend we have S&H our technology contracted service dispose of the hard drives accordingly and provide a certificate of destruction:

FINANCIAL OVERSIGHT

04.8 AP.1 Disposal of Property

NKCES property that is no longer needed will be disposed of as follows:

1. Authorized personnel shall provide the Executive Director a complete description of items no longer needed for NKCES purposes.
2. The Executive Director advises the Board that certain property is no longer needed.
3. Upon receiving this report, the Board may, at such time as it deems proper and after compliance with applicable legal requirements, authorize the disposal of properties through closed sealed bids or public auction.
4. As appropriate, property may be appraised by qualified appraiser.
5. Once the Board declares the property surplus, the Executive Director/designee shall advertise the property for sale.
6. The Board reserves the right to reject any and all bids.