**SURPLUS REQUEST FORM**

School Name: Maintenance Dept\_\_\_\_\_\_\_\_\_\_\_

Name: \_Jim Oliver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print this form and email to Michele Barlow for Board approval.**

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| **Item**  | **Qty** | **Reason for Surplus** |
| 1992 Nissan Truck Mini | 1 | Poor Condition |
| 32 X 24 Portable BuildingW/restrooms | 1 | Poor Condition  |
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