**SURPLUS REQUEST FORM**

School Name: \_Former Spencer County Preschool\_\_

Name: \_Todd Russell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_9/8/17\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| **Item**  | **Qty** | **Reason for Surplus** |
| Second Steps Curriculum (VHS) | 4 | Outdated |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |