**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.**

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| Second Steps Curriculum (VHS) | 4 | Outdated |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