**SURPLUS REQUEST FORM**

School Name: TES

Name: Erin Kelley

Department: Music

Date: October 11th, 2017

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

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| **Item**  | **Qty** | **Reason for Surplus** |
| Headphones | 60 | No longer needed |
| Set of Tone chimes | 1 | No longer needed |
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