**SURPLUS REQUEST FORM**

School Name: OLD TES/HIGH SCHOOL

Name: CAROL HERNDON

Department: GIFTED AND TALENTED

Date: September 22, 2017

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

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| **Item**  | **Qty** | **Reason for Surplus** |
| SMALL DESK/BLK | 1 | NO LONGER NEEDED |
| METAL COMPUTER TABLE ON WHEELS | 1 | NO LONGER NEEDED |
| L-SHAPED DESK W/SHELVES | 1 | NO LONGER NEEDED |
| ROUND TABLE | 1 | NO LONGER NEEDED |
| 4-DRAWER FILE CABINET | 5 | NO LONGER NEEDED |
| OVERHEAD PROJECTORS | 2 | NO LONGER USEFUL |
| PAPER SHREDDER | 1 | NO LONGER NEEDED |