**SURPLUS REQUEST FORM**

School Name: \_\_\_Bear Care \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Department: \_\_\_Bear Care\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_2/7/18\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Item** | **Qty** | **Reason for Surplus** |
| Kids lounge chair | 1 | Poor condition |
| Wooden doll house | 1 | Poor condition |
| Little Tykes bench | 1 | Poor condition |
| Wooden microwave | 1 | Poor condition |
| Wooden kitchen sink | 1 | Poor condition |
| Wooden kitchen hutch | 1 | Poor condition |
| Storage unit- 2 shelf | 1 | Poor condition |
| Storage unit – 25 medium compartment | 1 | Poor condition |
| Storage unit – 25 large compartment | 1 | Poor condition |
| Rectangular Carpet | 1 | Poor condition |
| Yellow half-moon table | 2 | Fair condition |
| Yellow rectangular table | 1 | Fair condition |
| Blue metal chairs | 8 | Fair condition |
| Blue plastic chairs | 10 | Fair condition |
| Literacy Center | 1 | Poor condition |
| Writing Center | 1 | Poor condition |
| Book Shelf | 1 | Poor condition |
| Cots | 20 | Fair condition |