

SURPLUS REQUEST FORM

School Name: Spencer Co. Elem.

Name: Gina McGinnis

Department: _____

Date: June 18, 2018

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

Item	Qty	Reason for Surplus
Every day Math wkbs	300	old series
ref books	271	"
Social studies (old)	111	old standards
Reading (old)	122	" "
Science (old)	103	" "
Teacher manuals/ref	149	" "
dictionary/thesaurus	90	worn out
whiteboards	17	" "
Games	12	" "