

Boone County Schools
Facilities Management
Custodial / Warehouse Services

June 18, 2018

Mr Jehan Ghouse
Boone County Schools

RE: Request for surplus status for technology equipment

I request the attached list of old /unusable technology be declared a surplus at the next Board of Education Meeting. These items have been identified by the Technology Department & Facilities Department as outdated/unusable. Material will be recycled in accordance with District and State technology surplus guidelines, and any resulting funds will be directed back to the District Finance Department.

Thank you,

A handwritten signature in black ink, reading "Jonathan Mason". The signature is written in a cursive style with a large, looping initial "J".

Jonathan Mason, Warehouse Supervisor
Boone County Schools
Facility Management Department

W/0 157978

XXXX School District
Asset Adjustments

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location	To Location	Disposal Code	Comments
		RCA 32" T.V.	F036C22Q5		CENS		END
NO		Model # J32435			Mechanical		OF
ASSET		RCA 32" T.V.	F036C22Q9		room		LIFE
TAGS		Model J32435					
		RCA 32" T.V.	F036C22Q9				
		Model J32435					
		RCA 32" T.V.	F036C22Q7				
		Model J32435					
		RCA 32" T.V.	F036C22Q5				

Action Codes:

- A - Add
- T - Transfer
- R - Removal/Return

Model J32435

Relea By:

Stephanie A

6/5/18

Location :

CENS

Recei By:

J. Moore

6/11/18

Location:

Wadeville

Disposal Codes:
998 - Support Services/
Maintenance
999 - Technology

*** Documentation to support removal from inventory must be attached, i.e. Police Report, Credit invoice, ETC.

Boone County School District
ASSET ADJUSTMENT FORM

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location/ Room #	Disposal Code	Comments
216279	R	COMPUTER 760	395ZCK1	LIBRARY		999	OLD - NOT SUPPORTED
216279	R	" " 745	C216R9C1			999	OLD
216279	R	" " 745	D3C8R6C1			999	OLD
218229	R	" " 760	D88N7K1			999	OLD
22577	R	COMPUTER 760	395NCK1			999	OLD
216278	R	" " 760	F88N7K1			999	OLD
22578	R	" " 760	9X8N7K1			999	OLD
22578	R	" " 760	5087011080F			999	OLD
5251610	R	AVER MEDIA Doc CAMERA	57299011010F			999	OLD
51454	R	AVER MEDIA Doc CAMERA	5482310060F			999	OLD
50836	R	AVER MEDIA Doc CAMERA	5310710060F			999	OLD
50831	R	AVER MEDIA Doc CAMERA	5084111080F			999	OLD
525161	R	AVER MEDIA Doc CAMERA	D12A03409			999	OLD

Date: 6/12/18

Disposal Codes:
998 - Support Services/
Maintenance
999 - Technology

ALL ITEMS MARKED WITH COLORED DOT

Date: 6/12/18

**Boone County School District
ASSET ADJUSTMENT FORM**

Date 6/5/18

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location/ Room #	Disposal Code	Comments
—	R	LAPTOP D630	3456789	LIBRARY		999	OLD - NOT SUPPORTED
—	R	LAPTOP D630	60105451			999	" "
51013	R	LAPTOP D6410	3456789			999	" "
28615	R	LAPTOP D830	3456789			999	" "
28620	R	LAPTOP E6500	3456789			999	" "
28620	R	LAPTOP E6500	3456789			999	" "
28617	R	LAPTOP E6500	3456789			999	" "
—	R	LAPTOP E6540	3456789			999	" "
50326	R	LAPTOP E6410	3456789			999	" "
28618	R	LAPTOP E6500	3456789			999	" "
28616	R	LAPTOP E6500	3456789			999	" "
—	R	COMPUTER SPEAKERS	—			999	DON'T WORK
—	R	COAS-VGA, monitor, comp.	—			999	DON'T WORK

Action Codes:

A = Add
T = Transfer
R = Removal/Return*

Disposal Codes:

998 - Support Services/
Maintenance
999 - Technology

Released By: _____ Date: _____

Location: _____ Administrator _____

Received By: _____ Date: _____

Location: _____ Administrator _____

* Documentation to support removal from inventory must be attached, i.e., Police Report, credit invoice, etc.

White: Administrative Services Pink: Receiving Location Yellow: Releasing Location
RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PROCESSING

ALL ITEMS MARKED WITH COLORED DOT

Boone County School District
ASSET ADJUSTMENT FORM

Date: 6/5/18

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location/ Room #	Disposal Code	Comments
	R	AIR LINER	9DZ009107	LIBRARY		999	OLD
	R	AIR LINER	9BZ009044			999	OLD
	R	AIR LINER	9EZ001014			999	OLD
26226	R	AIR LINER	9BZ009161			999	OLD
	R	AIR LINER	EW9AD073906			999	OLD
	R	INTERCOM	17701645			999	OLD
	R	IX-1100 CHARACTER GENERATOR	9BZ009131			999	OLD
	R	AIR LINER mouse				999	DON'T WORK
	R	KEYBOARDS (4)				999	OLD
26227	R	AIR LINER	9EZ009061			999	DON'T WORK
	R	HEADPHONES (4)				999	DON'T WORK
	R	computer mouse (3)				999	DON'T WORK
	R	HP DOCKING STATION	CNU811X028			999	OLD
	R	DELL DOCKING STATION	2U5444A05			999	OLD

Action Codes:

A = Add

T = Transfer

R = Removal/Return*

Disposal Codes:

998 - Support Services/
Maintenance

999 - Technology

* Documentation to support removal from inventory must be attached; i.e., Police Report, credit invoice, etc.

White: Administrative Services Pink: Receiving Location Yellow: Releasing Location

RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PROCESSING

Released By: _____

Administrator

Location: Conner Middle

Received By: _____

Administrator

Location: _____

Date: _____

Date: _____

ALL ITEMS MARKED WITH COLORED DOT

3 of 5
17

Date: 10/5/18

Action Codes:
A = Add
T = Transfer
R = Removal/Return*

* Documentation to support removal from inventory must be attached, i.e., Police Report, credit invoice, etc.

RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PROCESSING

**Boone County School District
ASSET ADJUSTMENT FORM**

Date: June 4, 2014

Asset # (Bar Code)	Action Code	Asset Description	Serial Number ISRN	From Location/ Room #	To Location/ Room #	Disposal Code	Comments
-	R	Computer Concepts (6)	619-10933-5	Library		998	old book
-	R	Entrepreneurship	53862875-6				
-	R	Flash MX	6191019-9				
-	R	Sports Marketing	53862875-3				
-	R	Front Page 2000 (4)	78955612				
-	R	Microsoft Office 2000	76006155-6				
-	R	Square Computer Towers (4)		Library		999	OLD
-	R	IBM TR-POD		Library		999	BROKEN

Action Codes:

A = Add
T = Transfer
R = Removal/Return*

Disposal Codes:

998 - Support Services/
Maintenance
999 - Technology

Released By: _____

Administrator

Location: Conner Middle

Date: _____

Received By: _____

Administrator

Location: _____

Date: _____

* Documentation to support removal from inventory must be attached: i.e., Police Report, credit invoice, etc.

White: Administrative Services Pink: Receiving Location Yellow: Releasing Location

RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PROCESSING

ALL ITEMS MARKED WITH COLORED DOT

6 of 7

Date: 6/6/20

Action Codes:
A = Add
T = Transfer
R = Removal/Return*

Released By: _____ Administrator
Location: Conner Middle
Received By: _____

Received By: _____
 location: Administrator

ALL ITEMS MARKED WITH COLORED DOT