

Surplus Furniture and Equipment

Instructions

- 1) Identify the equipment that you would like to surplus.
- 2) If it is technology equipment, contact the Technology Director.
- 3) Collect all equipment into one, easily accessible location.
- 4) Fill out the Surplus Equipment Form.
- 5) Send the completed form to the Finance Officer.
- 6) Receive confirmation of approval from Superintendent.
- 7) Submit a Work Order to Maintenance for disposal of equipment.

Location: MCHS

Contact Person: MARSHA ROGERS

Phone: 859-733-7200

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
ICE MACHINE	Sears ROCKWELL	Not working	000142 6661	1997	Cafeteria

Marsha Rogers

Signature of Administrator/Director requesting surplus

8/21/18

Date

Signature of Superintendent Approval

Date

Board approval number