

Request to Place an Item on the AgendaName: Tammy West / TCMSAddress: 515 W Main St Elkton, KY 42220Telephone number: 270-265-2511

Name of school children attend, if applicable: _____

Group represented: TCMS ArtCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): David Carmichael (principal, TCMS)
Les Brandy (former TCMS principal)Description of Issue: We have approx. 170 clay slip-molds that are unusable + are simply taking up space.Specific Action Requested: Request to surplus items.Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

Todd County School District

Retired Asset Form (RA-1)

PO# _____

*Date Retired	*Asset Tag #	*Description	Make	Model	Serial Number	*Value if Sold	*Reason Why Retiring
5/21/18	n/a	About 170 Clay slip molds of various sizes- Art Room	Multiple brands	Multiple sizes and models	Multiple serial #s	\$5,100	Unable to use in classroom- takes up too much space to store.



Signature of Principal/Supervisor

Date 12/4/18

Received by _____

Date _____

Entered into MINUS on _____