Surplus Furniture and Equipment

Instructions

- Identify the equipment that you would like to surplus.
 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.

Signature of Superintendent Approval	Signature of Administrator/Director requesting surplus					Ĺ	1) 1) " High Pall	11 11 11	Grownel Base Trust Right	DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	Location: Dompley C
Date	2-5-19 Date						1) 1)	11 11	Memmer FAIR	MAKE AND WORKING, NOT- WORKING	Contact Person: Javel Buchanan
	'		- Sept.				,,	0	NA	SERIAL	anan
Board approval number							1)	"	MA	YEAR OF	Phone:
⁄al number							73	<i>></i>)	Too of come to	ROOM # FOR PICKUP	Phone: <u>606-407-370</u> 8
								,	7		8

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Signature of Superintendent Approval	pature of Administrator/Director requesting surplus					Speed RACK.	meter Holder-Transer-Combo Ch	TC.)	Location: MC N Costate Plan Contact
Date	2/11/2019 Date					A NOT WEEKING NA	mason not working 127.91.E	MAKE AND WORKING, NOT- SERIAL WORKING NUMBER	Contact Person: Chaus Mines
Board approval number							E ? me st colore	YEAR OF PURCHASE ROOM # FOR PICKUP	Phone: 857.733.740C

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Signature of Superintendent Approval	Signature of Administrator/Director requesting surplus						LARGE STEEL WARMER	DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	Location: MCES Cafeline (
								MAKE AND	Contact Person:
Date	2/11/2019 Date						7+ working	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	Contact Person: Chals Minde
•							39747	SERIAL NUMBER	•
Board approval number							.7	YEAR OF PURCHASE	Phone:
val number							TO STORE IN	ROOM # FOR PICKUP	Phone: <u>859, 733, 72</u> 00