

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.*

Contact Person:

Richardson

Phone:[illegible]


Signature of Administrator/Director requesting surplus

Date 3/14/19

Signature of Superintendent Approval

Date _____

Board approval number