

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: Chris Minger

[illegible]

ACM
Signature of Administrator/Director requesting surplus

5/21/2019
Date

Signature of Superintendent Approval	Date	Board approval number
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- Date
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