

Request to Place an Item on the AgendaName: South ToddAddress: 4115 Guthrie Road, Guthrie KYTelephone number: 270-265-5785Name of school children attend, if applicable: —

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: Surplus items -- broken items of furniture -- can't be repaired or usedSpecific Action Requested: Would like for items to be declared surplus so we can discard themCheck 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

Items for Surplus
South Todd Elementary

26 Desks

11 Filing Cabinets

4 Bookshelves

2 Tables

12 Pallets