**SURPLUS REQUEST FORM**

School Name: \_\_\_Preschool\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_Todd Russell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_Preschool\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_1/2/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print this form and email to Michele Barlow for Board approval.**

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| **Item** | **Qty** | **Reason for Surplus** |
| Stage 2 Outdoor Playset | 1 | Fair Condition/ broken |
| Half Moon Outdoor Climbing Structure | 1 | No longer using |
| Rock Mountain Outdoor Climbing Structure | 1 | No longer using |
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