**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.**

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |