

SURPLUS REQUEST FORM

School Name: Spencer County Elementary
Name: Ashley Phillips
Department: Counseling Program
Date: 9/2/20

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

Item	Qty	Reason for Surplus
reference books	9	out of date
trade books	400	out of date
board games	18	out of date
mixed media	60	out of date
assorted math tools	7	out of date