**Board Memo**

**DATE:** 5/21/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Conner High School

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration of Surplus: Football Field Stencils

**Date/Term (Beginning and End Dates/Year)**

N/A

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Conner High School requests that a set of six field stencils be declared as surplus. With the installation of a turf field, they are no longer deemed necessary. St. Henry District High School , Erlanger, Kentucky, has offered to purchase the items for $150.00.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend the items described above be declared as surplus and disposed of via a sale to St. Henry District High School for the sum of $150.00, as presented.

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator