Surplus Furniture and Equipment

Instructions

1) *Identify the equipment that you would like to surplus.*
2) *If it is technology equipment, contact the Technology Director.*
3) *Collect all equipment into one, easily accessible location.*
4) *Fill out the Surplus Equipment Form.*
5) *Send the completed form to the Finance Officer.*
6) *Receive confirmation of approval from Superintendent.*
7) *Submit a Work Order to Maintenance for disposal of equipment.*

Location: KMS AG Shop **Contact Person:** Billy Freeman **Phone:** 859-325-0165

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
Red Table		Good			
32" TV		Works			

Signature of Administrator/Director requesting surplus

Date

Signature of Superintendent Approval

Date

Board approval number

SANYO