

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.

733-7080 ext 3104

Location: PCFS

Contact Person: Will Carlton

Phone: 859-613-2838

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
Chrome book Cart (9)	Dell	Good-working		2011/20	TBD-Call Me
Chrome book Cart (20)	AnywhereCart	Good - working		2019/20	TBD-Call Me
Chrome book Cart (11)	Datamarch Systems	Good - working		2018	TBD-Call Me

Signature of Administrator/Director requesting surplus
Will Carlton

Date
7-15-21

Signature of Superintendent Approval

Date

Board approval number