

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: MCES

Contact Person: K. Amess

Phone: 859-325-6299

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
* Storage bldg unsalvageable MCES to be destroyed during trailer demo.	N/A	Poor	N/A	unk	N/A
* Storage bldg used by Family Resource to be emptied of any usable supplies					

Signature of Administrator/Director requesting surplus

Date: 7/20/2021