**Board Memo**

**DATE:** 8/26/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Facility Management

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration as Surplus

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

N/A

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Jon Mason, Warehouse Supervisor requests that the items below be declared as surplus. The items are at their end of their useful life, or broken and beyond repair. All technology items will be recycled per the District policy and proceeds from disposal will be directed to the Finance Department. All other items will be sold for scrap, disposed of, or donated according to District protocol.

All items being disposed of are documented and kept on file in the Finance Office for review**.**

|  |  |
| --- | --- |
| **Warehouse Surplus Declaration Attachment: September 2021** | |
| **School/ Department** | **Items** |
| Technology | Laptop PC Batteries, UPS Batteries, Hard Drives, Video Cards, Memory, Docking Station, Dell Latitude Laptop PC's, Dell OptiPlex PC's. |
| Longbranch Elementary School | iPads, iPad Charging Cart, Computer Mice, Dell OptiPlex 780 PC's, Keyboards, Monitor, Chromebooks, Hitachi Projector, Dell OptiPlex Desktop PC's, Laminator, Document Cameras, Telephones, Lexmark Printers, Audio Volume Controls. |
| Cooper High School | Chromebooks, Epson Document Cameras, Lexmark Printers, Keyboards, Access Points, Monitors, Mice, Cords. |
| Mann Elementary School | Chromebooks, Dell Laptop PC's, Epson & Sanyo Projectors, Dell OptiPlex PC's, iPads |
| Stephens Elementary School | Lenovo Chromebooks, Dell Chrome Books, Docking Stations |
| Burlington Elementary School | Chromebooks, Dell Laptop PC's, Printers, TV Mounts |
| Northpointe Elementary School | Dell OptiPlex Desktop PC's, Keyboards, Monitors, Cables, Chromebooks, Telephones, Printers, Projectors, Laptop PC Bags, Document Cameras. |
| RISE Academy | Dell OptiPlex PCs, Monitors, Keyboards, Dell Laptop PC's, Dell Docking Station |
| Boone ATC | Dell OptiPlex PC's, Dell Latitude Laptops. |
| Goodridge Elementary School | Lenovo Chromebooks, Power Supplies, Hard Drives, Cables, Document Cameras |
| Conner Middle School | Chromebooks, Dell laptop PC's, iPads, Epson Projectors. |
| Conner High School | Dell Laptop PC's, Laptop PC Docks, Monitors, Lenovo Chromebooks |
| Florence Elementary School | Smart Board, White Boards, Keyboards, Cables, Chromebooks, Epson Solo Arms, Dell 7Desktop PC's |
| Central Office | Document Shredder |
| Ryle High School | Acer and Lenovo Chromebooks, Dell Laptop PC's |
| Erpenbeck Elementary School | Smart Boards, Projectors, Dell OptiPlex Desk Top and Laptop PC's |
| Gray Middle School | Chrome Books |
| LSS | Learning tool, Charging Blocks, Learning Software, Front Row Audio Systems, Dell laptop PC's, Power Supplies, iPads. |
| Boone County High School | Fitness Equipment |
| Ockerman Middle School | Books from Library Purge |

**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 request the Board to declare the items shown as surplus, and approve the disposal in accordance with Board Policies, as presented.

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator