

Michelle Barlow - CO -

**SURPLUS REQUEST FORM**

School Name: SCEJ

Name: Bridget Turney

Department: Library Media Center

Date: ~~09/20/21~~ 10/18/21

Please print this form and email to Michele Barlow for Board approval.

| Item                    | Qty              | Reason for Surplus   |
|-------------------------|------------------|----------------------|
| VHS tapes               | 270              | obsolete             |
| Professional Literature | 3 boxes          | Un used / not needed |
| Monitor                 | 1                | does not work        |
| Chromebooks             | <del>20</del> 61 | Obsolete             |
|                         |                  |                      |
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