**Board Memo**

**DATE:** 3/18/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Conner High School

**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**

Conner High School requests that 275 Computer/IT textbooks be declared as surplus. The books are out of date and no longer in use at Conner High School. The books will be recycled, disposed of as scrap, or sold via auction per the District policy and proceeds from disposal will be directed to the Finance Department. All items being disposed of are documented and kept on file in the Finance Office for review**.**

**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 as surplus, and approve the disposal in accordance with Board Policies, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator