**Board Memo**

**DATE:** 4/28/2022

**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:**

04.8 Disposal of School Property

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

Dan Razor, Director of Facilities requests that the items below be declared as surplus. The items are at the 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.

|  |  |
| --- | --- |
| **School/ Department** | **Items** |
| Facility Management | 2014 Exmark zero turn mower, 8’2” Power-V snowplow tag #BC107011, 2012 Stainless V-Box salt spreader, 2012 Buyers Salt Dogg SHPE2000 salt spreader, 2001 Towmaster tilt top trailer, CM locks and parts |
| Stephens ES | shelving units, tables, teacher desk, science tables, chairs |
| District Office | Ricoh copier L5502 tag #53206 |
| Boone County HS | Chromebook cart, speakers, projector, copier/printer, AlphaSmart X17, Chromebooks, laptops, Dell PCs, cassette recorder, keyboards, air liner, Jeopardy games |
| Ballyshannon | charging cords |
| Northe Pointe ES | projectors, keyboards, speakers, remotes, document cameras, subwoofers, VGA monitors, PCs, mice |
| Conner MS | laptops, monitors, iPads, PCs |
| Ignite | Chromebooks |
| Ryle HS | PCs, box charges, monitors, chromebook cart, mic stand, metal shelf, chromebooks |

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

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator