

SURPLUS REQUEST FORM

School Name: Spencer Co. Elem.
 Name: Gina McGinnis
 Department: Media Center
 Date: June 14, 2022

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

Item	Qty	Reason for Surplus
TV-BOX type	1	old - outdated
Free Standing bulletin board	1	not needed
Free standing SMART board	1	Outdated
Sony video recorder	1	Outdated
Olympus Digital Camera	1	Outdated
2 VCRs	2	do not work
Cassette tape players	4	Outdated
Speakers	2	do not work
media cabinet	1	not needed