

# Surplus Furniture and Equipment

## Instructions

- 1) Identify the equipment that you would like to surplus.
- 2) If it is technology equipment, contact the Technology Director.
- 3) Collect all equipment into one, easily accessible location.
- 4) Fill out the Surplus Equipment Form.
- 5) Send the completed form to the Finance Officer.
- 6) Receive confirmation of approval from Superintendent.
- 7) Submit a Work Order to Maintenance for disposal of equipment.

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

| DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.) | MAKE AND MODEL | CONDITION: FAIR, POOR, WORKING, NOT-WORKING | SERIAL NUMBER | YEAR OF PURCHASE | ROOM # FOR PICKUP |
|-----------------------------------------------|----------------|---------------------------------------------|---------------|------------------|-------------------|
| 7 cafe tables 16 seat                         |                | Fair                                        |               | ?                |                   |
| 1 John Deere 955 Tractor w/ plow              | JD 955         | Not Working                                 |               | ?                |                   |
| 1 Belly mower - motor seized up               |                |                                             |               |                  |                   |
| 1995 GMC 1 Ton dump truck                     | GMC 3500 Dump  | poor                                        |               |                  |                   |
| VIN - 1GDKC34N1J520532                        |                | cleaned unsafe by transportation            |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |
|                                               |                |                                             |               |                  |                   |

Signature of Administrator/Director requesting surplus \_\_\_\_\_

Date 8/16/17

Signature of Superintendent Approval \_\_\_\_\_

Date \_\_\_\_\_

Board approval number \_\_\_\_\_

Complex Warehouse      Jaziel Guerra      859-613-9105