**Board Memo**

**DATE:** 9/21/2023

**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:**

04.32-Model Procurement Code Purchasing

4E Boone County will provide safe, clean, learner-ready facilities.

2. Perform monthly evaluations of each facility to determine supports and resources needed to ensure safe and clean learning environments.

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

Dan Razor Director of Facility Management requests that the items below have been deemed as being either end of useful life, broken, obsolete, or of no practical purpose to any of our school facilities. I request that the board declare the items surplus and approve the disposal in accordance with Board Policy.

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)**

Donny Grant, Purchasing Administrator