

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: High School

Contact Person: Erica Ashford

Phone: 859-412-9524

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT- WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
Blue, black Red Band Tops -33-various sizes	---	Fair	---	2021	HS Band
Blue + White Band Tops 36 various sizes	---	Fair	---	2022	HS Band

Will ship to buyer

Signature of Administrator/Director requesting surplus
Erica Ashford

Date 5-16-24

Signature of Superintendent Approval

Date

Board approval number