

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: MCSH

Contact Person: Erica Ashford

Phone: 859-612-9564

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
Pink Band Tops-Various Sizes (10)		Good	—	2022 2023-Mercer in 2024	
Red Band Tops-Various Sizes (10)		Good	—	2023	
Guard Uniform-Gray-(14)		Good	—	2024	
Heart Floor Tarp		Fair	—	2024	
Red+Purple Uniforms (15) Various Sizes		Good		2022-Mercer 2024	

Erica Ashford
Signature of Administrator/Director requesting surplus

4-7-25
Date

Signature of Superintendent Approval

Date

Board approval number