

DATE:

October 26, 2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve the disposition of furniture and equipment as surplus in accordance with the attached spreadsheet. The District will transfer the items to another government agency and/or offer items not transferred for public auction through PublicSurplus.com, award to the highest bidder, complete the sale, and properly dispose of any item(s) not transferred or sold through this process. Items marked damaged or broken will be properly discarded in a safe and effective manner.

APPLICABLE BOARD POLICY:

Fiscal Management-Disposal of School Property 04.8

HISTORY/BACKGROUND:

The District requests that previously purchased furniture and equipment, that has been deemed as either at the end of its useful life, broken, obsolete, or no longer serving a practical purpose for the District be dispositioned as surplus.

FISCAL/BUDGETARY IMPACT:

None.

RECOMMENDATION:


Approval to dispose of furniture and equipment as surplus in accordance with the attached spreadsheet. The District will transfer items to another government agency, and/or offer items not transferred for public auction through PublicSurplus.com, award to the highest bidder, complete the sale, and properly dispose of any item(s) not transferred or sold through this process. Items marked damaged or broken will be properly discarded in a safe and effective manner.

CONTACT PERSON:

Cinda Roberts, Purchasing Agent


Principal/Administrator


District Administrator


Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

SURPLUS NOVEMBER 2025

Location of Item	Item Category	Quantity	Asset Tag No.	Description of Item	Condition of Item
CO	FURNITURE	120		PANEL WALL 6'7"	FAIR
CO	FURNITURE	57		PANEL WALL 5'6"	FAIR
CO	FURNITURE	1		PANEL WALL 4'	FAIR
CO	FURNITURE	10		PANEL WALL DOOR 6'6"	FAIR
CO	FURNITURE	MULTIPLE		CORNERS & CONNECTORS FOR PANEL WALL SYSTEM	FAIR
CO	FURNITURE	7		PANEL WALL TAG BOARD	FAIR
CO	FURNITURE	24		L-SHAPED DESK UNIT	FAIR
CO	FURNITURE	4		U-SHAPED DESK UNIT	FAIR
CO	FURNITURE	7		STRAIGHT DESK UNIT	FAIR
CO	FURNITURE	35		DESK FILE DRAWERS (2 DRAWER)	FAIR
CO	FURNITURE	43		DESK FILE DRAWERS (3 DRAWER)	FAIR
CO	FURNITURE	5		UNDER DESK STORAGE CABINET	FAIR
CO	FURNITURE	3		UNDER DESK SHELVING UNIT	FAIR
CO	FURNITURE	43		OVERHEAD HUTCH WITH LIGHT	FAIR
CO	FURNITURE	5		OVERHEAD HUTCH NO LIGHT	FAIR
CO	FURNITURE	3		OVERHEAD DESK SHELVING (CORNER)	FAIR
CO	FURNITURE	8		OVERHEAD DESK SHELVING (STRAIGHT)	FAIR
CO	FURNITURE	20	999000458	HR FURNITURE BULK: L-SHAPED DESK UNIT WITH LIGHTED HUTCH (4), U-SHAPED DESK UNIT WITH LIGHTED HUTCH (1), DESK FILE DRAWERS 2 (6), DESK FILE DRAWERS 3 (5)	FAIR
CO	FURNITURE	48		OFFICE TASK CHAIR	FAIR
CO	FURNITURE	8		LOBBY FURNITURE, CHAIRS (LEATHER)	FAIR
CO	FURNITURE	95		GUEST CHAIRS	FAIR to DAMAGED
CO	FURNITURE	2		WOODEN SHELVING UNIT (PURCHASING)	FAIR
CO	FURNITURE	2		FILE CABINET-VERTICAL ...DRAWER	DAMAGED
CO	FURNITURE	19		CHAIRS, CONFERENCE ROOM	FAIR
CO	FURNITURE	3		COAT RACK	FAIR
CO	FURNITURE	2		GUEST CHAIR, LEATHER (DW)	FAIR
CO	FURNITURE	1		WOODEN TABLE, SMALL ROUND	FAIR
CO	FURNITURE	7		TABLE, SMALL SQUARE - 2ND FLOOR CONF.	DAMAGED
CO	FURNITURE	5		TABLE, RECTANGLE ROLLING	FAIR
CO	FURNITURE	1		TABLE, ROUND (LOBBY)	FAIR
CO	FURNITURE	2	32020	MAIL ROOM FILING SYSTEM	FAIR
CO	FURNITURE	3		1/2 CIRCLE TABLE ON WHEELS	FAIR
CO	FURNITURE	1		OVAL TABLE ON WHEELS	FAIR
CO	FURNITURE	2		ROLLING CARTS WITH SHELVES (HR/LOBBY)	FAIR
HINSDALE	FURNITURE	200		STUDENT DESKS	FAIR TO POOR
HINSDALE	FURNITURE	200		STUDENT CHAIRS	FAIR TO POOR