

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: MCSHS

Contact Person: Chase Cocanougher

Phone: EXT. 8146

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
Lincoln Electric 225 Amp AC/DC Welder	AC/DC 225/125	Working	U1201207663	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC/DC Welder	AC/DC 225/125	Working	U121030197	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC/DC Welder	AC/DC 225/125	Working	Unlisted	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC/DC Welder	AC/DC 225/125	Working	Unlisted	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC Welder	AC 225	Working	U1120500836	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC Welder	AC 225	Working	U1120407437	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC Welder	AC 225	Working	U1120500824	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC Welder	AC 225	Working	Unlisted	Unsure	146 (Shop)
Lincoln Electric 225 Amp AC Welder	AC 225	Working	Unlisted	Unsure	146 (Shop)


Signature of Administrator/Director requesting surplus

11-10-25
Date

Signature of Superintendent Approval

Date

Board approval number