

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: Band Room-MCH

Contact Person: Erica Ashford

Phone: 859-612-9664

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
2 Behringer Speakers	VP2520	working		2023	Band-Room HS
2 Behringer Subwoofer	VP1800s	working		2024	Band-Room HS
1 Set of Blue Band Uniforms	—	Good	—	2025	Band-Room HS

Erica Ashford
 Signature of Administrator/Director requesting surplus

4-8-26
 Date

 Signature of Superintendent Approval

 Date

 Board approval number