

Surplus Furniture and Equipment

Instructions

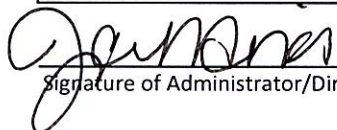
- 1) Identify the equipment that you would like to surplus.
- 2) If it is technology equipment, contact the Technology Director.
- 3) Collect all equipment into one, easily accessible location.
- 4) Fill out the Surplus Equipment Form.
- 5) Send the completed form to the Finance Officer.
- 6) Receive confirmation of approval from Superintendent.
- 7) Submit a Work Order to Maintenance for disposal of equipment.

Location: MCES (old)

Contact Person: CHRIS MINOR

Phone: 859-733-7200

DESCRIPTION (INCLUDE SIZE, COLOR, TYPE, ETC.)	MAKE AND MODEL	CONDITION: FAIR, POOR, WORKING, NOT-WORKING	SERIAL NUMBER	YEAR OF PURCHASE	ROOM # FOR PICKUP
CONVECTION OVEN	SOUTHBEND	FAIR	16M55042	2016	CAFÉ
CONVECTION OVEN	SOUTHBEND	FAIR	NOT LEGIBLE	2016	CAFÉ
COMBI OVEN	RATIONAL SCC 102G	FAIR	G12SE08062141820	2006	CAFÉ
CVAP HOT BOX	20050620-049	FAIR	152306	2016	CAFÉ
WINSTON HOT BOX	H137WSUA12D	FAIR	ICB J000615567-2	2020	CAFÉ
CVAP HOT BOX	20060322-015	FAIR	12305	2016	CAFÉ
WINSTON HOT BOX	H137WSUA12D	FAIR	ICBJ000615567-4	2020	CAFÉ
DISHWASHER	HOBART 10647	NOT WORKING	12132041	1992	CAFÉ
HOT WATER DISPENSER		WORKING	HX00123849	2018	CAFÉ
TILT SKILLET		WORKING	NOT LEGIBLE	2023	CAFÉ


 Signature of Administrator/Director requesting surplus

2/6/24
 Date

 Signature of Superintendent Approval

 Date

 Board approval number