SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM

The School Board requires an explanation as to why an item is determined to be surplus when it falls into one of the following categories:

1. Less than 5 Years old  
2. Original cost was more than $5,000  
3. Has not yet met its life cycle

When disposing of an item that applies to any of these three areas, this form must be completed in its entirety, signed by the appropriate department head(s), and returned to the Warehouse (attention Sandy Kimple) before a pick-up date will be scheduled.

Please complete all areas below, giving as much detail as possible:

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 007008690  
Description of Item: EXPRESS IBM X3650 2U RACK

Acquisition Date: 5/20/2008  
Original Cost: $6,405.29  
Current Book Value: $0.00  
Life Cycle: 3 Years

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:
   - Item(s) are uneconomical to repair  
   - Item(s) obsolete & no longer usable

2. It is required to attach supporting documentation or complete the details section below. Your items will not be picked up if this information isn’t provided.

3. Details: Server is 10 years old and the system board architecture cannot be economically or technically upgraded which renders this server obsolete in a modern systems environment.

   Jim Ross / Director of Maintenance
   Administrator Name (print) / Title
   Administrator Signature / Date

SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Russell Cheatham / Assistant Superintendent, CIO
Administrator Name (print) / Title
Administrator Signature / Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR

Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple, Supervisor, Warehouse Services / Date

Office Of Purchasing & Warehouse Services
Phone: (321) 633-1000 Ext 645 - Fax: (321) 633-3618
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