



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 the 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 *or* 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

10/18/19



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

10/30/19

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 *11/4/19*
 Sandy Kimple, Supervisor, Warehouse Services / Date

RECEIVED
NOV 04 2019
 BY: _____

Office Of Purchasing & Warehouse Services
 Phone: (321) 633-1000 Ext 645 - Fax: (321) 633-3618
 Warehouse: (321) 633-3680 Ext. 14100 - Fax: (321) 633-3698

