



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 Distribution Services (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 DISTRIBUTION SERVICES

Asset #: 007018584 Description of Item: STEAMER, CONVECTION, GAS

Acquisition Date: 08272013 Original Cost: \$14,587.72 Current Book Value: \$0.00 Life Cycle: 7 Yrs

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: Equipment does not work and can't be Fixed

Tiffany Fleeger/Principal Stevenson Elem School of the Arts
Administrator Name (print) / Title

[Signature]
Administrator Signature

9/14/23
Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE DIVISION HEAD AND CABINET MEMBER

Jane Cline/Asst. Superintendent EI L&L
Administrator Name (print) / Title

[Signature]
Administrator Signature

4/17/23
Date

Kevin Thornton/Director of Food Services
Administrator Name (print) / Title

[Signature]
Administrator Signature

4.25.23
Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, SUPERVISOR DISTRIBUTION SERVICES

Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple 5/1/23
Sandy Kimple, Supervisor, Distribution Services / Date

