



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 #: 020012428 Description of Item: OVEN, BLODGETT
 Acquisition Date: 03/01/1993 Original Cost: \$6,500.00 Current Book Value: \$0.00 Life Cycle: 7

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: Our cafe manager Barbara Festus had the oven disconnected yesterday by district and she was told to have it DCR'd since it hasn't worked in approximately 5 years.

Catherine Murphy, Principal of Endeavour ES
 Administrator Name (print) / Title

Catherine Murphy 8/4/22
 Administrator Signature Date



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

Jane Cline, Assistant Superintendent of Elementary L&L
 Administrator Name (print) / Title

Jane Cline 8/16/22
 Administrator Signature Date

Administrator Name (print) / Title

Administrator Signature Date

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

Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple 8/31/22
 Sandy Kimple, Supervisor, Distribution Services / Date





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SECTION A: TO BE COMPLETED BY DISTRIBUTION SERVICES

Asset #: 007032156 Description of Item: DRAIN CLEANER, I95 GENERAL WIRE
 Acquisition Date: 08062020 Original Cost: ~~\$1,674.00~~ ⁰⁰⁴ \$1,674.00 SK Current Book Value: ~~\$669.60~~ ^{SK} \$1004.00 SK Life Cycle: 5

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: Sewer Machine does not have enough power to properly operate.

Jim Ross/Director Plant Ops Administrator Name (print) / Title
[Signature] Administrator Signature
12/19/22 Date



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

Sue Hann/Facilities Assistant Superintendent Administrator Name (print) / Title
[Signature] Administrator Signature
1-5-2023 Date

Administrator Name (print) / Title Administrator Signature Date

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

Documentation Reviewed / Submit Request to Board for Approval: [Signature] 1/26/23
 Sandy Kimple, Supervisor, Distribution Services / Date

