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 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

<table>
<thead>
<tr>
<th>Asset #: 020077869</th>
<th>Description of Item: Playground, Primetime Modular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Date: 3/7/1997</td>
<td>Original Cost: $16,907.00</td>
</tr>
</tbody>
</table>

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: The playground structure is not in good standing to support extended use. The equipment is faulty, rusty and some pieces are hazardous.

   Jennifer Clarke/Principal, Atlantis Elementary
   Administrator Name (print)/Title
   Administrator Signature
   Date

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

Jane Cline/Assistant Superintendent, Elementary Office of Leading and Learning
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

Kristine Rodriguez, MBA, CPPO, CPPB, Director
Office of Purchasing & Warehouse Services
Phone: (321) 633-1000, ext. 11645 Fax: (321) 633-3618
Warehouse: (321) 633-3680, ext. 14100 Fax: (321) 633-3698

RECEIVED
DEC 19 2019
BY:...
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 #: 007001660  
Description of Item: TORO GROUNDSMASTER RIDING MOWER

Acquisition Date: 11/13/2006  
Original Cost: $43,271.00  
Current Book Value: $0.00  
Life Cycle: 5 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: This mower is well beyond is useful life expectancy and is no longer economical to repair.

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

Administrator Signature  
Date 10/23/19

STOP

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

Susan Ham, Asst Supc
Robin Novelli/Chief Operating Officer

Administrator Name (print) / Title

Administrator Signature  
Date

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 11/4/19

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

RECEIVED  
NOV 04 2019

BY: ..................