



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 #: 007023603 Description of Item: INTERCOM SYSTEM, AES

Acquisition Date: 12052016 Original Cost: \$19,048.00 Current Book Value: \$0.00 Life Cycle: 5 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: This item has been replaced with a newer product.

Gregory Rubick/Principal Port Malabar Elementary School  12/13/22
 Administrator Name (print) / Title Administrator Signature Date



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

Jane K. Cline/Assistant Superintendent EL&L  12.15.22
 Administrator Name (print) / Title 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 1/26/23
 Sandy Kimple, Supervisor, Distribution Services / Date





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SECTION A: TO BE COMPLETED BY DISTRIBUTION SERVICES

Asset #: 007014778 Description of Item: AUTOSCRUBBER, WINDSOR CHARIOT
 Acquisition Date: 03262010 Original Cost: \$9,300.00 Current Book Value: \$0.00 Life Cycle: 5 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: Item does not work and cannot be repaired

Stephanie Woodbury/Principal Westside Elementary School
 Administrator Name (print) / Title _____ Administrator Signature _____ Date 1/26/23



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

Jane Cline/Asst. Superintendent EI L&L
 Administrator Name (print) / Title _____ Administrator Signature _____ Date 1-27-23

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 _____ Date 2/2/23
 Sandy Kimple, Supervisor, Distribution Services / Date

