





# 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 #: 020104104 Description of Item: PLAY STRUCTURE, PLAYWORLD EXPLORER  
 Acquisition Date: 10152002 Original Cost: \$5,015.85 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: Playground equipment is being replaced.

Jeffrey Coverdale/Principal Golfview Elementary Magnet School Jeffrey E. Coverdale 2/10/23  
 Administrator Name (print) / Title Administrator Signature Date



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

Jane Cline/Asst. Superintendent EI L&L Jane Cline 2/16/23  
 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 3/7/23  
 Sandy Kimple, Supervisor, Distribution Services / Date





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## SECTION A: TO BE COMPLETED BY DISTRIBUTION SERVICES

Asset #: 020118628 Description of Item: THREE-DOOR REACH-IN FREEZER, TRAUlsen  
 Acquisition Date: 02/21/2006 Original Cost: \$8,695.00 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:

Broken.

Neleffra Marshall, Principal of Tropical Elementary  
 Administrator Name (print) / Title

  
 Administrator Signature

7/28/22  
 Date



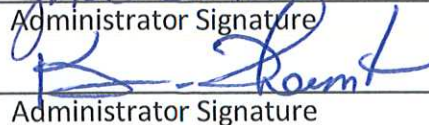
## SECTION C: TO BE COMPLETED BY THE APPROPRIATE DIVISION HEAD AND CABINET MEMBER

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

  
 Administrator Signature

8/2/22  
 Date

Kevin Thomas, FMS Director  
 Administrator Name (print) / Title

  
 Administrator Signature

8/5/22  
 Date

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

Documentation Reviewed / Submit Request to Board for Approval:

  
 Sandy Kimple, Supervisor, Distribution Services / Date

8/11/22  
 Date

