



# 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 #: 007004613 Description of Item: FLOOR SCRUBBER, WINDSOR CHARIOT  
 Acquisition Date: 07/19/2007 Original Cost: \$8,150.00 Current Book Value: \$0.00 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: RECEIVED  
AUG 17 2022  
SEC'D LEADING & LEARNING  
 This floor scrubber is broken and it is not economical to repair.

Holli Zander, Principal of Bayside High [Signature] 8/16/2022  
 Administrator Name (print) / Title Administrator Signature Date



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

Stephanie Soliven, Assistant Superintendent of Secondary L&L [Signature] 8/17/22  
 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 8/31/22  
 Sandy Kimple, Supervisor, Distribution Services / Date





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Please complete all areas below, giving as much detail as possible:

### SECTION A: TO BE COMPLETED BY DISTRIBUTION SERVICES

Asset #: 007004614 Description of Item: FLOOR SCRUBBER, WINDSOR CHARIOT  
 Acquisition Date: 07/19/2007 Original Cost: \$8,150.00 Current Book Value: \$0.00 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.

RECEIVED

3. Details: This floor scrubber is broken and it is not economical to repair. AUG 17 2022  
SEC'D LEADING & LEARNING

Holli Zander, Principal of Bayside High  
 Administrator Name (print) / Title

  
 Administrator Signature 8/16/2022  
 Date



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


Stephanie Soliven, Assistant Superintendent of Secondary L&L  
 Administrator Name (print) / Title

  
 Administrator Signature 8/17/22  
 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:  8/31/22  
Sandy Kimple, Supervisor, Distribution Services / Date

