

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 11/26/12
APPROVED BY: Building Administrator	()	
Superintendent Karen Gray	(X)	11/26/12
Director of Business Services Mary Larson	(X)	11/26/12

TOPIC: DISPOSAL OF SURPLUS PROPERTY

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information ____ Policy Change _____ Action/Approval X Presentation/Special Request ____

BACKGROUND: Attachments: Y X N ____ **LIST:** REQUEST FOR DISPOSAL OF ITEMS

RATIONALE/DISCUSSION:

Attached is a listing of surplus property from Shaver School, Parkrose High School and District Business Services. The items are no longer useable by the schools or department. Upon board approval, the items will be disposed of.

FINANCIAL IMPLICATIONS:

There could be a minimal revenue source if the listed equipment is sold for resale. Any sales revenue will be part of the general fund.

RELATION TO GOALS:

This request for action is in accordance with Parkrose School District Policy DN and Administrative Rule DN-AR.

ACTION REQUESTED:

Board approval to declare the attached list of property to be disposed of as prescribed in Policy DN.

Submitted on 10/23/12 to Hyder

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

(1) Name of Individual Requesting Disposition:	(2)	(3)	(4)	(5)	(6)	(7) Location of Items:	(8) Disposal: Please Indicate Method
Name of Individual Requesting Disposition:	Building:	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition	Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
2=5' tables							
2=4' tables							
18= 5m wooden desks & seats							
4= 4m hard resin chairs							
2= 8' entry throw rug							
w/ rubber backing							
1= portable w/ board							
1= abacus spelling							
4= File cabinets							
Total Items and Cost of Disposal:							

34 items

Required Signatures (if applicable)

Principal: _____ Date Approved: _____

Technology: _____ Date Approved: _____

Request Approved? Yes _____ No _____ Date Approved: 10/23/2012 Approved By: *Am Hyder*

*If denied, recommended action: _____

To Operations for Equipment Removal _____ Date: _____

To District Office to Remove from Inventory _____ Date: _____

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

<i>Name of Individual Requesting Disposition:</i> Jared Freeman								<i>Building:</i> High School		<i>Location of Items:</i> Shelled out Area	
	(2)	(3)	(4)	(5)	(6)	(7)	(8)				
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition	Disposal: Please Indicate Method				
Old Pianos, there are four full pianos and a 5th partial piece of a piano in the shelled out area that we do not use and we cannot fix.	None	Unknown	Unknown	Already been replaced	4.5	No cost needed to replace	Selling: Competitive Bid Process				
Total Items and Cost of Disposal:							none				
Required Signatures (if applicable) Principal: <i>[Signature]</i> Technology: _____											
Request Approved? Yes _____ No _____ *if denied, recommended action: _____											
To Operations for Equipment Removal				Date: _____							
To District Office to Remove from Inventory				Date: _____							

Please forward white and yellow copies to District Office for Board Approval. Pink copy for your file.

11-2-12

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

Name of Individual Requesting Disposition: <u>Benny Mann</u>		Building: <u>District Office</u>		Location of Items: <u>Work Room</u>	
(1)	(2)	(3)	(4)	(5)	(6)
Description of Property including Brand & Serial #		Date Acquired	Purchase Price	Replacement Price	Qty
PRINTER - HP LASERJET 8170 DW		A007126			
Disposal: Please Indicate Method		Total Cost of Disposition	Other: List Means and/or Place		
Selling: Competitive Bid Process		(6) x (5)	DISPOSAL		
Donation: List Organization					
Other: List Means and/or Place					
Total Items and Cost of Disposal:					
Required Signatures (if applicable)					
Principal:		Date Approved:			
Technology:		Date Approved:			
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:		Approved By:	
*If denied, recommended action:					
To Operations for Equipment Removal		Date:			
To District Office to Remove from Inventory		Date:			

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