

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 2/23/15
APPROVED BY: Building Administrator	()	
Superintendent Karen Gray	(X)	2/23/15
Director of Business Services Mary Larson	(X)	2/23/15

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. The items are no longer useable by the school. 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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Scott Wood		SHAWNEE			Gym/CAFETERIA		
Name of Individual Requesting Disposition:		Building:			Location of Items:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Total Cost	
						Selling: Competitive Bid Process	
						Donation: List Organization	
						Other: List Means and/or Place	
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	(5) x (6)	
24" x 48" TABLE	NA				3		Recycle
48" Round TABLE	NA				1		↓
36" x 72" TABLE	NA				2		
CHAIR	NA				4		
4 drawer File Cab	NA				1		
Total Items and Cost of Disposal:						0	
Required Signatures (if applicable)							
Principal: <i>[Signature]</i>				Date Approved: 5/15/15			
Technology: <i>[Signature]</i>				Date Approved: 5/15/15			
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:			

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

Parkrose School District #3

Cafeteria Stage & Cafe

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: ①		Building: <u>Shaver</u>			Location of Items:		
Laura Goodman ⁽¹⁾		(2)	(3)	(4)	(5)	(6)	(7)
						(8)	
						Disposal: Please Indicate Method	
						Total Cost	
						Selling: Competitive Bid Process	
						of Disposition	
						Donation: List Organization	
						Other: List Means and/or Place	
Description of Property including Brand & Serial #	District	Date	Purchase Price	Replacement Price	Qty	(5) x (6)	
9 rosan dividers -	2	7	7	2	9		
Commercial Rugs (Walk on) -					2		
Grey 2 sided Rolling Cart					1		
Lrg piece of plexy glass					1		
1 sm Child table					1		
Vote Here Sign					1		
Large pieces plywood					3		
Sheet Rock					4		
Wooden Couplers					5		
for 5 of the dividers							
2 TVs	2				2		
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <u>[Signature]</u>				Date Approved: <u>2/10/15</u>			
Technology: <u>[Signature]</u>				Date Approved: <u>[Signature]</u>			
Request Approved? Yes <u>[Signature]</u> No <u>[Signature]</u>				Approved By: <u>[Signature]</u>			
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date:			

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