

# Approval of Surplus Equipment

February 12, 2013

**SUMMARY:**

This item requests approval of surplus equipment to be sent to auction or equipment beyond repair to be sold as scrap.

**BOARD GOAL:**

**Growth & Change...In pursuit of excellence, the district will:**

- be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design, transportation alternatives, and operating procedures

**PREVIOUS BOARD ACTION:**

December 11, 2012

**BACKGROUND INFORMATION:**

Includes furniture, audio/visual equipment, computer technology equipment and medical equipment (wheelchair) that is obsolete or beyond repair.

**SIGNIFICANT ISSUES:**

None

**FISCAL IMPLICATIONS:**

None

**BENEFIT OF ACTION:**

Passage will allow surplus equipment to be sent to auction or equipment beyond repair to be sold as scrap.

**PROCEDURAL AND REPORTING IMPLICATIONS:**

None

**PUBLIC COMMENT RECEIVED:**

None

**ALTERNATIVES:**

None

**OTHER COMMENTS:**

None

**SUPERINTENDENT'S RECOMMENDATION:**

Recommend approval of declaration of surplus equipment.

**STAFF PERSONS RESPONSIBLE:**

Debbie Monschke, Assistant Superintendent of Administrative Services

**ATTACHMENTS:**

Memo- Gina Burgess – Dated 1-30-2013

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Leader: Debbie Monschke

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_

SMA 1/31/13

# Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 1/30/2013

Re: Surplus

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Please add the following items for the Board to deem as surplus to be auctioned, recycled or disposed of:

Furniture: outdated/damaged/broken/replaced-desks, chairs, file cabinets, tables-auction

AV Equip: outdated/replaced/no longer used-cassette recorders, cd players, vcr's, tv's, carts, overhead projectors, visual presenters, digital cameras, maticas, video camera, portable sound system, IBM wheelwriter3

Computers/Computer Misc.: outdated/damaged/broken/obsolete

Misc. Items: wheelchair