

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: (✓) MARY LARSON	DATE 5/23/11
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Gray (X)	5/23/11
Director of Business Services (X) Mary Larson	5/23/11

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 District maintenance department. The item is no longer useable by the 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. Reynolds SD is interested in purchasing the equipment. Any revenue received will be credited to the Capital Equipment.

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.

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REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Scott Wood</i>		Building: <i>DO maintenance</i>		Location of Items: <i>Warehouse</i>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Total Cost	Disposal: Please Indicate Method
						of Disposition	Selling: Competitive Bid Process
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	(5) x (6)	Donation: List Organization
							Other: List Means and/or Place
<i>AerWay Deep slicing Line Aerator</i>	<i>None</i>	<i>?</i>	<i>?</i>		<i>1</i>		<i>Reynolds SD wants to purchase for \$1000.00</i>
<i>AerWay Model # AW0505-1837-0 Serial # 69902068</i>							<i>Price checked w/ RMT Equipment Fair price</i>
Total Items and Cost of Disposal:					<i>1</i>		
Required Signatures (if applicable)							
Principal: <i>[Signature]</i>		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: <i>5/16/11</i>					
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.