

**Parkrose School District #3**

**Agenda Item # \_\_\_\_\_**

|  |       |                        |
|--|-------|------------------------|
| <b>SUBMITTED BY:</b><br>MARY LARSON          | ( ✓ ) | <b>DATE</b><br>2/24/14 |
| <b>APPROVED BY:</b>                          |       |                        |
| Building Administrator                       | ( )   |                        |
| Superintendent Karen Gray                    | ( X ) | 2/24/14                |
| Director of Business Services<br>Mary Larson | ( X ) | 2/24/14                |

**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 Technology Department and Parkrose Middle School. 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.

| REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS        |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|--|----------------|----------------|----------------|-------------------|--------------------|-----------|---------------------------|-----------|-------------------|----------------------------------|-------------------------------|
| Name of Individual Requesting Disposition:         |                | Building:      |                |                   | Location of Items: |           |                           |           |                   | Disposal: Please Indicate Method |                               |
| (1)  | (2)            | (3)            | (4)            | (5)               | (6)                | (7)       | (8)                       |           | Disposal:         | Selling:                         | Competitive Bid Process       |
| Description of Property including Brand & Serial # | District Tag # | Date Acquired  | Purchase Price | Replacement Price | Qty                | (5) x (6) | Total Cost of Disposition | Donation: | List Organization | Other:                           | List Means and/or Place       |
| please see attached                                |                |                |                |                   |                    |           |                           |           |                   |                                  | Recycling program at Goodwill |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
|  |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
| <b>Total Items and Cost of Disposal:</b>           |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
| <b>Required Signatures (if applicable)</b>         |                |                |                |                   |                    |           |                           |           |                   |                                  |                               |
| <b>Principal:</b>                                  |                | Date Approved: |                |                   | Date Approved:     |           |                           |           |                   | Date Approved:                   |                               |
| Technology: Christine Blouke                       |                | Jan 29, 2014   |                |                   | Jan 29, 2014       |           |                           |           |                   | Approved By:                     |                               |
| Request Approved? Yes No                           |                | Date Approved: |                |                   | Date Approved:     |           |                           |           |                   | Date Approved:                   |                               |
| *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.

| <b>Equipment</b>   | <b>Asset Tag</b> |    |
|--------------------|------------------|----|
| eMac               | A010236          | PR |
| eMac               | A009420          | RU |
| HP Laserjet        | A006960          | HS |
| iBook              | A009129          | PR |
| iBook              | A009651          | PR |
| iBook              | A010231          | PR |
| iBook              | A009654          | PR |
| iBook              | A010225          | PR |
| iBook              | A009121          | PR |
| iBook              | A009126          | PR |
| iBook              | A010203          | PR |
| iBook              | A010201          | PR |
| iBook              | A009652          | PR |
| iBook              | A010228          | PR |
| iBook              | A010198          | PR |
| Mac Mini           | A009108          | PR |
| Netbook            | A010710          | PR |
| Netbook            | A010499          | MS |
| Netbook            | A010498          | MS |
| Netbook            | A010495          | MS |
| Netbook            | A010475          | MS |
| Netbook            | A010474          | MS |
| Netbook            | A010473          | MS |
| Netbook            | A010469          | RU |
| Netbook            | A010465          | RU |
| Netbook            | A010443          | RU |
| Netbook            | A011109          | MS |
| Optiplex 210L      | A009679          | HS |
| Overhead Projector | A00125           | PR |
| Printer            | A009183          | HS |
| Projector          | A008984          | IT |
| Projector          | A009216          | IT |
| Server             | A008949          | IT |
| Switch             | A002836          | HS |