

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: (✓) MARY LARSON	DATE 3/8/10
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Gray (X)	3/8/10
Director of Business Services (X) Mary Larson	3/8/10

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 Prescott Elementary School. The items from this school are no longer usable. Upon board approval, the items will be disposed of.

FINANCIAL IMPLICATIONS:

There could be a minimal revenue source if any of the listed equipment can be sold. Any revenue received will be credited to the General Fund under Miscellaneous Revenue.

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: Nancy Holt		Building: Prescott		Location of Items: Library Backroom			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #	Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)	Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
Overhead (Buhl)	4001308				1		
Overhead Bell + Howell	4001099				1		
taperecorder Bell + Howell	00117				1		
Overhead 3M	4002606				1		
Overhead 3M	4008124				1		
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <i>M. Holt</i>		Date Approved:		Date Approved:		Approved By:	
Technology:		Date Approved:		Date Approved:		Date:	
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date:		Date:		Date:	
*If denied, recommended action:		Date:		Date:		Date:	
To Operations for Equipment Removal		Date:		Date:		Date:	
To District Office to Remove from Inventory		Date:		Date:		Date:	