



# Oak Park Elementary School District 97

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TO: Members, Board of Education  
Dr. Carol Kelley, Superintendent of Schools

FROM: Dr. Alicia Evans, Assistant Superintendent for Finance and Operations

RE: Disposal of Office Furniture and Equipment

DATE: September 27, 2016

An audit of the 970 W. Madison administrative building furniture and equipment was conducted to determine whether the items could be moved to the 260 W. Madison location. A list of the items is attached for your convenience. Most of the furniture or equipment was graded a C or F. Therefore, administration is asking for approval to dispose of the items after all efforts to salvage or sale the furniture and equipment have been exhausted.

The plan for identifying the furniture and equipment that will be disposed is outlined. First, the items that can be salvaged and used in other buildings or as spare equipment, will be removed from the building and stored in the warehouse. Second, some of the remaining salvageable items will be offered to the schools. Third, the remaining items will be offered to staff/community for purchase. Finally, the items will be disposed through a salvage company or thrown away.

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