

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 1/26/15
APPROVED BY:		
Building Administrator	()	
Superintendent Karen Gray	(X)	1/26/15
Director of Business Services Mary Larson	(X)	1/26/15

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 Services. 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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:			Building: Middle School		Location of Items: Technology		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Selling: Competitive Bid Process	
						Donation: List Organization	
						Other: List Means and/or Place	
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)	
see attached All out of date tech. A few are broken but by and large & just too old to be useful.							We will take to Goodwill.
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal:			Date Approved:				
Technology: Director Christine Blouke			Date Approved: 1/14/15				
Request Approved? Yes ☒ No ☐			Date Approved: Approved By: C Blouke				
*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.



Andrea Stevenson <steveand@parkrose.k12.or.us>

get rid of some stuff

Freeland Church <freeland_church@parkrose.k12.or.us>

Wed, Jan 7, 2015 at 3:59 PM

To: Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us>

Cc: Christine Blouke <christine_blouke@parkrose.k12.or.us>

hey andrea,

could you please put it on the board meeting agenda to get confirm disposal of the following equipment at your convenience?

freeland

Equipment	Asset Tag	School
Cart	A001884	HS
CRT Monitor	A006528	HS
Dell Latitude	A008599	HS
Dell Latitude	A008601	HS
Dell Latitude	A009029	HS
Dell Latitude	A009030	HS
Dell Latitude	A009031	HS
Dell Latitude	A009032	HS
Dell Latitude	A009035	HS
Dell Latitude	A009036	HS
Dell Latitude	A009037	HS
Dell Latitude	A009038	HS
Dell Latitude	A009039	HS
Dell Latitude	A009040	HS
Dell Latitude	A009043	HS
Dell Latitude	A009044	HS
Dell Latitude	A009045	HS
Dell Latitude	A009046	HS
Dell Latitude	A009047	HS
Dell Latitude	A009048	HS
Dell Latitude	A009049	HS
Dell Latitude	A009050	HS
Dell Latitude	A009052	HS
Dell Latitude	A009054	HS
Dell Latitude	A009057	HS
Dell Latitude	A009058	HS
Dell Latitude	A009059	HS
Dell Latitude	A009060	HS
Dell Latitude	A009061	HS

Dell Latitude	A009062	HS
Dell Latitude	A009063	HS
Dell Latitude	A009064	HS
Dell Latitude	A009065	HS
Dimension 1100	A009301	TK
eMac	A008789	TK
eMac	A008907	TK
eMac	A009070	TK
eMac	A010235	TK
iBook Pro	A007542	RU
iBook Pro	A007543	RU
iBook Pro	A007544	RU
iBook Pro	A009137	RU
iBook Pro	A009138	RU
iBook Pro	A009139	RU
iBook Pro	A009140	RU
iBook Pro	A009141	RU
iBook Pro	A009142	RU
iBook Pro	A009143	RU
iBook Pro	A009145	RU
iBook Pro	A009146	RU
iBook Pro	A009147	RU
iBook Pro	A009148	RU
iBook Pro	A009150	RU
iBook Pro	A009151	RU
iBook Pro	A009152	RU
iBook Pro	A009153	RU
iBook Pro	A009154	RU
iMac	A010194	TK
iMac	A010197	TK
iPad	A011032	RU
iPad 1	A011030	RU
iPad mini	A013997	HS
Monitor	A008371	HS
Monitor	A008388	HS
Monitor	A008389	HS
Netbook	A010713	PR
Optiplex 210L	A009742	HS
Optiplex 210L	A009745	TK
Optiplex 320	A007708	TK
Optiplex 320	A009422	TK
Optiplex 320	A010268	TK
Optiplex 320	A010273	TK
Optiplex 320	A011502	TK

Optiplex 320	A011506	TK
Optiplex 330	A007860	TK
Optiplex 520	A009219	TK
Optiplex 520	A009997	TK
Optiplex 620	A007976	TK
Printer	A008331	TK
Printer	A008958	TK
Projector	A006802	MS
Projector	A006803	MS
Projector	A008978	HS
Projector	A009418	MS
Projector	A009562	MS
Projector	A009563	MS
Projector	A010000	MS
Projector	A010298	MS
Projector	A010527	MS
Projector	A011071	MS
Projector	A011072	MS
Projector	A011432	MS
Switch	A002937	HS
Switch	A008457	TK
Tape Player	A000168	TK
TV	A002757	HS
TV	A003176	HS
Unknown	A008809	HS
VCR	A007277	HS