

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 5/26/15
APPROVED BY:		
Building Administrator	()	
Superintendent Karen Gray	(X)	5/26/15
Director of Business Services Mary Larson	(X)	5/26/15

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 Russell Elementary and District Technology Department. The items are no longer useable by the school. 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: <u>H. Bailey</u>		Building: <u>Russell</u>		Location of Items: <u>Boiler Room Storage Pod</u>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #						Disposal: Please Indicate Method	
						Total Cost of Disposition	
District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Donation: List Organization		Other: List Means and/or Place
30 rusty/broken student desks				30			
20 broken chairs				20			
15 computer desks				15			
1 chalkboard				1			
3 metal bookshelves				3			
3 wood bookshelves				3			
1 auto scrubber (old)				1			
1 Shampoo extractor				1			
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <u>H. Bailey</u>			Date Approved: <u>5/6/15</u>				
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:				
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.

TV	A001459	HS
Document Cam	A001930	HS
Cart	A002744	HS
CRT Monitor	A005874	HS
Optiplex GX110	A006964	HS
CRT Monitor	A006974	HS
Optiplex GX110	A006987	HS
Optiplex GX110	A006993	HS
Optiplex GX110	A006998	HS
Optiplex GX110	A007041	HS
Thinkpad	A007387	SH
Optiplex 260	A007512	RU
Printer	A007528	HS
Optiplex 320	A007705	HS
Optiplex 320	A007706	HS
Optiplex 320	A007710	HS
Optiplex 320	A007711	HS
Optiplex 320	A007713	HS
Optiplex 320	A007716	HS
Optiplex 330	A007826	
Optiplex 330	A007827	MS
Optiplex 330	A007830	PR
Optiplex 330	A007843	
Optiplex 330	A007844	
Optiplex 330	A007846	
Optiplex 330	A007885	
Optiplex 330	A007887	
Optiplex 330	A007905	
Optiplex 620	A007973	
Optiplex 620	A007981	RU
CRT Monitor	A008222	
Printer	A008780	
VCR	A008987	HS
Latitude 110L	A009158	SH
Latitude 110L	A009159	SH
Latitude 110L	A009163	SH
Latitude 110L	A009167	SH
imac	A009254	
Dimension 1100	A009344	RU
Optiplex 320	A009405	HS
Optiplex 330	A009530	TK
Optiplex 330	A009531	TK

Optiplex 330	A009532	TK
Optiplex 330	A009533	SH
Optiplex 330	A009548	MS
Optiplex 330	A009550	TK
Optiplex 330	A009566	TK
Optiplex 330	A009567	DO
Optiplex 330	A009579	TK
Optiplex 330	A009580	MS
Optiplex 330	A009660	TK
Optiplex 330	A009664	TK
Optiplex 330	A009669	TK
Optiplex 330	A009670	TK
Optiplex 330	A009671	HS
Optiplex 210L	A009690	HS
Optiplex 330	A009720	TK
Optiplex 330	A009721	TK
Optiplex 210L	A009744	HS
Printer	A009749	SH
Optiplex	A009893	TK
Optiplex 360	A009894	MS
Optiplex 360	A009957	MS
Optiplex 520	A009993	HS
iMac	A010192	TK
iMac	A010193	PR
iMac	A010195	PR
Netbook	A010700	MS
Netbook	A010702	MS
Optiplex 520	A011004	HS
Netbook	A011088	MS
Netbook	A011090	MS
Netbook	A011091	MS
Netbook	A011101	MS
Optiplex 620	A011340	SH
Optiplex 620	A011341	SH