

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: (✓) MARY LARSON	DATE 5/29/12
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Gray (X)	5/29/12
Director of Business Services (X) Mary Larson	5/29/12

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 the Technology Department and Russell. The items are no longer useable by the schools. 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:		Location of Items:		
(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)	
Dell Scanner	CN4BSAL48M				1		9
Math Munchers	#4				1		Disp
"	#2				1		DISP
Gateway Monitor	EV700						
Dell Comp. Refurb.	G6HVF PRB87 C5406						Disp.
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <i>Diana Elbert</i>			Date Approved: <i>5/22/12</i>				
Technology:			Date Approved:				
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			Date Approved:		Approved By: <i>Karen F. Gray</i>		
*If denied, recommended action:							
To Operations for Equipment Removal			Date: <i>5-23-12</i>				
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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:			Building:			Location of Items:	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
ANDREW ROBINSON							Disposal: Please Indicate Method
						Total Cost	Selling: Competitive Bid Process
	District	Date	Purchase	Replacement		of Disposition	Donation: List Organization
Description of Property including Brand & Serial #	Tag #	Acquired	Price	Price	Qty	(5) x (6)	Other: List Means and/or Place
IBOOK64 (APPLE) ↓ "	A007543	?	?	N/A	1		
	A007550	?	?	N/A	1		
	A009151	?	?	N/A	1		
	A007542	?	?	N/A	1		
	A007544	?	?	?	N/A	1	
	A009149	?	?	N/A	1		
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <i>Dustin Elbert</i>			Date Approved: 5/22/12				
Technology:			Date Approved:				
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			Date Approved:		Approved By: <i>Karen F. Gray</i>		
*If denied, recommended action:							
To Operations for Equipment Removal			Date: 5-23-12				
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.

Due: 5/21

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Andrew Smith</i>			Building: <i>Russell</i>		Location of Items: <i>Zm. 21</i>		
(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)	
<i>Intelli keys USB Keyboards</i>					<i>11</i>		
<i>Alpha Smart 3000</i>					<i>6</i>		
<i>Apple e Mate 300</i>					<i>2</i>		
<i>Dell-printer</i>					<i>1</i>		
<i>Digitizer - Skillmaster</i>					<i>3</i>		
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <i>Debbie Elbert</i>			Date Approved: <i>5/22/12</i>				
Technology:			Date Approved:				
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			Date Approved:		Approved By: <i>Karen J. Gray</i>		
*If denied, recommended action:							
To Operations for Equipment Removal			Date: <i>5-23-12</i>				
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.

DUE 5/20

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

Name of Individual Requesting Disposition:		Building:			Location of Items:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #		District Tag #	Date Acquired	Purchase Price	Replacement Price	Total Cost of Disposition (5) x (6)	Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
Room 4 Dell computer	A05882						
Dell monitor CN-09M556	?						
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <u>Dustin Platt</u>		Date Approved: <u>5/22/12</u>					
Technology:		Date Approved:					
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:			Approved By: <u>Karen F. Gray</u>		
*If denied, recommended action:							
To Operations for Equipment Removal		Date: <u>5-23-12</u>					
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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: CBlouke		Building: IT			Location of Items:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Selling: Competitive Bid Process	
Description of Property including Brand & Serial #		District	Date	Purchase	Replacement	Total Cost	Donation: List Organization
		Tag #	Acquired	Price	Price	of Disposition	Other: List Means and/or Place
see attached						We will take these items either to Goodwill or FreeGeek, based on the outcome of the Board's discussion.	
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal:				Date Approved:			
Technology: CB				Date Approved: 1/26/12			
Request Approved? Yes ___ No ___				Date Approved:		Approved By: <i>Karen F. Gray</i>	
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date: <i>5-23-12</i>			

Please forward white and yellow copies to District Office for Board Approval. Pink copy for your file.

Asset Tag	type
A007296	Computer
A008482	Computer
A008763	Computer
A008778	Computer
A008420	Computer
A008273	Computer
A008201	Computer
A002097	Computer
A006681	Computer
A006558	Computer
A002171	Computer
A003059	Computer
A002968	Computer
A002417	Computer
A002977	Computer
A003128	Computer
A002213	Computer
A002878	Computer
A003005	Computer
A002212	Computer
A008806	Computer
A008139	Computer
A008730	Computer
A008762 & A008141 (two tags)	Computer
A008759 & A008143 (two tags)	Computer
A008138	Computer
A010233	Computer
A008484	Computer
A008791	Computer
A009076	Computer
A008921	Computer
A008918	Computer
A008298	Computer
A008276	Computer
A008253	Computer
Missing Tag	Computer
A008756 & A008251	Computer
A008257	Computer
A008275	Computer
A005975	Computer
A005985	Computer
A008210	Computer
A008758	Computer

A008840	Computer
A008280	Computer
A008943	Computer
A006660	Computer
A009014	Computer
A008409	Computer
A008410	Computer
A009330	Computer
A008940	Computer
A008788	Computer
A008591	Computer
A006573	Computer
A006589	Computer
A006593	Computer
A006590	Computer
A006576	Computer
Missing Tag	Computer
A006569	Computer
A006564	Computer
A006570	Computer
A006572	Computer
A006588	Computer
A006594	Computer
A006571	Computer
A006568	Computer
A006574	Computer
A006586	Computer
A006582	Computer
A006592	Computer
A006583	Computer
A007280	Computer
A006566	Computer
A006578	Computer
A006575	Computer
A007282	Computer
A006579	Computer
A006587	Computer
A006567	Computer
A006585	Computer
A007283	Computer
A006563	Computer
A006577	Computer
A007281	Computer
A006581	Computer

A006580	Computer
A008324	Computer
A006584	Computer
A006565	Computer
A008255	Computer
A005987	Computer
A008264	Computer
A008278	Computer
A008274	Computer
A008325	Computer
A008277	Computer
A008297	Computer
A008263	Computer
A005977	Computer
A008281	Computer
A008900	Computer
A008252	Computer
A008254	Computer
A008269	Computer
A008260	Computer
A008265	Computer
A008261	Computer
A008314	Computer
A006541	Monitor
A008206	Monitor
A008229	Monitor
A008320	Monitor
A007085	Monitor
A008237	Monitor
A008069	Monitor
A008212	Monitor