

## Mary M. Knight School District Surplus Property Disposition Request Form

Surplus Location: Storage Portable

Date: 12/23/25

The following form must accompany all items being surplused and all items should be clearly marked as surplus, original submitted for approval.

Original submitted to Principal

**Copy placed with items to surplus**

Surplus Completed by: Ron Larson / Shantel Freeman Date: 12/23/25

Principal Approval: John Doe

Date: \_\_\_\_\_

Superintendent Approval: N

Date: 12-23-25

Date Received in Business Office: 12-23-25

Date of Board Meeting: 12-29-25