

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 9/23/13
APPROVED BY: Building Administrator	()	
Superintendent Karen Gray	(X)	9/23/13
Director of Business Services Mary Larson	(X)	9/23/13

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 Parkrose High School. The item is 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.

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REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: Jared Freeman		Building: PHS		Location of Items: Main Office			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							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
Sony Digital Camera	A006460				1		
Total Items and Cost of Disposal:					1		
Required Signatures (if applicable)							
Principal: 		Date Approved:					
Technology: 		Date Approved:					
Request Approved? Yes <input checked="" 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.