SUBMITTED BY: MARY LARSON	(✓)	DATE
		10/27/14
APPROVED BY:		
Building Administrator	()	
Superintendent Karen Gray	(X)	10/27/14
Director of Business Services Mary Larson	(X)	10/27/14

Parkrose School District #3

Agenda Item #_____

TOPIC: DISPOSAL OF SURPLUS PROPERTY

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information _____Policy Change ______ Action/Approval _____ Presentation/Special Request _____

BACKGROUND: Attachments: Y X N LIST: REQUEST FOR DISPOSAL OF ITEMS

RATIONALE/DISCUSSION:

Attached is a listing of surplus property from Transportation Department. The items are no longer useable by the 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.

	REQUEST	OR DISPOS	SAL OF CAP	ITAL ASSET ITE	EMS				
Name of Individual Requesting Disposition:	Building:				Location of Items:				
(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		
14 Passenger School bus	#51						F		
VIN# 26-BHG31K12P4150549									
1993 Chevrolet Bluebird									
1993 Chevrolet Bluebird E185706					-		J		
14 Passenger School bus	#55	12/14/98	38,830.0	0			4		
IFDSE377FXWHB13353									
1998 Ford Blue Bird									
1998 Ford Blue Bird E200347									
Total Items and Cost of Disposal:					2				
Required Signatures (if applicable)									
Principal:	Date Appro								
Technology:	Date Approved:								
Request Approved? Yes No	Date Appro	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.