

**Parkrose School District #3**

**Agenda Item # \_\_\_\_\_**

|   |       |                        |
|---|-------|------------------------|
| <b>SUBMITTED BY:</b><br>MARY LARSON           | ( ✓ ) | <b>DATE</b><br>7/14/08 |
| <b>APPROVED BY:</b><br>Building Administrator | ( )   |                        |
| Superintendent Karen Gray                     | ( X ) | 7/14/08                |
| Director of Business Services<br>Mary Larson  | ( X ) | 7/14/08                |

**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 District Office. The items from the District Office are no longer usable. Upon board approval, the items will be disposed of.

**FINANCIAL IMPLICATIONS:**

There could be a minimal revenue source if any of the listed equipment can be sold. Any revenue received will be credited to the General Fund under Miscellaneous Revenue.

**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: <i>Ellen Christensen</i>        |                |   |                   |     |                                     |                                  |                                  |
| Name of Individual Requesting Disposition: <i>Scott Wood</i>               |                | Building: <i>DO Warehouse</i>               |                   |     | Location of Items: <i>Warehouse</i> |                                  |                                  |
| (1)  | (2)            | (3)   | (4)               | (5) | (6)                                 | (7)                              | (8)                              |
| Description of Property including Brand & Serial #                         |                |   |                   |     |                                     | Total Cost of Disposition        | Disposal: Please Indicate Method |
| District Tag #   | Date Acquired  | Purchase Price                              | Replacement Price | Qty | (5) x (6)                           | Selling: Competitive Bid Process | Donation: List Organization      |
|  |                |   |                   |     |                                     | Other: List Means and/or Place   |                                  |
| <i>Red Cambro Condiment BAR</i>  | <i>None</i>    |   |                   |     | <i>1</i>                            |                                  | <i>Sell</i>                      |
| <i>4'</i>  |                |   |                   |     |                                     |                                  | <i>"</i>                         |
| <i>Blue Cambro Condiment BAR</i>   | <i>"</i>       |   |                   |     | <i>1</i>                            |                                  | <i>"</i>                         |
| <i>5' w/Green Top Shield</i>   |                |   |                   |     |                                     |                                  |                                  |
| <i>Red Cambro Condiment BAR</i>  | <i>"</i>       |   |                   |     | <i>1</i>                            |                                  | <i>"</i>                         |
| <i>5' w/Red Top shield</i>   |                |   |                   |     |                                     |                                  |                                  |
| <i>Brown Cambro Condiment BAR</i>  | <i>"</i>       |   |                   |     | <i>1</i>                            |                                  | <i>"</i>                         |
| <i>5' w/red Top shield/oo base</i>   |                |   |                   |     |                                     |                                  |                                  |
| <i>Hobart Mixer</i>  | <i>A001476</i> |   |                   |     | <i>1</i>                            |                                  | <i>"</i>                         |
| <i>Elo Monitor</i>   | <i>A008022</i> |   |                   |     |                                     |                                  | <i>Recycle</i>                   |
| <i>"</i>   | <i>A008025</i> |   |                   |     |                                     |                                  | <i>"</i>                         |
| <i>"</i>   | <i>A008018</i> |   |                   |     |                                     |                                  | <i>"</i>                         |
| Total Items and Cost of Disposal:  |                |   |                   |     | <i>5</i>                            |                                  |                                  |
| Required Signatures (if applicable)  |                |   |                   |     |                                     |                                  |                                  |
| Principal:   |                | Date Approved: <i>Ellen Christensen FSD</i> |                   |     |                                     |                                  |                                  |
| Technology:  |                | Date Approved: <i>OK EMC</i>                |                   |     |                                     |                                  |                                  |
| Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> |                | Date Approved: _____                        |                   |     |                                     |                                  |                                  |
| *If denied, recommended action:  |                | Approved By: _____                          |                   |     |                                     |                                  |                                  |
| 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.

Parkrose School District #3

| REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS                                |                |                                |             |  |                                     |                                  |                                  |
|--|----------------|--------------------------------|-------------|--|-------------------------------------|----------------------------------|----------------------------------|
| Name of Individual Requesting Disposition: <i>Ellen Christensen</i>        |                |                                |             |  |                                     |                                  |                                  |
| Name of Individual Requesting Disposition: <i>Scott Wood</i>               |                | Building: <i>Warehouse 100</i> |             |  | Location of Items: <i>Warehouse</i> |                                  |                                  |
| (1)  | (2)            | (3)                            | (4)         | (5)  | (6)                                 | (7)                              | (8)                              |
| Description of Property including Brand & Serial #                         |                |                                |             |  |                                     | Total Cost                       | Disposal: Please Indicate Method |
| District   | Date           | Purchase                       | Replacement | of Disposition                                       | Donation: List Organization         | Selling: Competitive Bid Process |                                  |
| Tag #  | Acquired       | Price                          | Price       | Qty  | (5) x (6)                           | Other: List Means and/or Place   |                                  |
| <i>ELO MONITOR</i>   | <i>A008020</i> |                                |             | <i>1</i>   |                                     | <i>Recycle</i>                   |                                  |
| <i>IBM Monitors</i>  | <i>None</i>    |                                |             | <i>7</i>   |                                     | <i>Recycle</i>                   |                                  |
| <i>Steam Kettle</i>  | <i>A00084</i>  |                                |             | <i>1</i>   |                                     | <i>Sell - Craigs List</i>        |                                  |
| <i>Hobart Mixer</i>  | <i>None</i>    |                                |             | <i>1</i>   |                                     | <i>" " "</i>                     |                                  |
| <i>" "</i>   | <i>A001770</i> |                                |             | <i>1</i>   |                                     | <i>" " "</i>                     |                                  |
| <i>" "</i>   | <i>A00078</i>  |                                |             | <i>1</i>   |                                     | <i>" " "</i>                     |                                  |
| Total Items and Cost of Disposal:  |                |                                |             |  | <i>12</i>                           |                                  |                                  |
| Required Signatures (if applicable)  |                |                                |             |  |                                     |                                  |                                  |
| Principal:   |                |                                |             | Date Approved:                                       |                                     |                                  |                                  |
| Technology:  |                |                                |             | Date Approved:                                       |                                     |                                  |                                  |
| Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> |                |                                |             | Date Approved: _____ Approved By: <i>[Signature]</i> |                                     |                                  |                                  |
| *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.