

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: (✓) MARY LARSON	DATE 6/23/14
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Gray (X)	6/23/14
Director of Business Services (X) Mary Larson	6/23/14

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 Business Services. The items are no longer useable by the schools or 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 FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:		Andrea Stevenson		Building: District Office		Location of Items: Workroom	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Selling: Competitive Bid Process	
		District	Date	Purchase	Replacement	Total Cost	Donation: List Organization
Description of Property including Brand & Serial #		Tag #	Acquired	Price	Price	Qty	Other: List Means and/or Place
		(5) x (6)					
Martin Yale Auto Folder model 1601110, S.No. 8518	none			n/a		1	recycle
Canon Image Runner FC 729, F146100 Serial No. JSD03777	none			n/a		1	recycle
Total Items and Cost of Disposal:							
Required Signatures (if applicable) <i>Karen Grant</i> 6/5/14							
Principal:				Date Approved:			
Technology:				Date Approved:			
Request Approved? Yes _____ No _____				Date Approved:		Approved By:	
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date:			