

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: MARY LARSON	(✓)	DATE 2/25/13
APPROVED BY:		
Building Administrator	()	
Superintendent Karen Gray	(X)	2/25/13
Director of Business Services Mary Larson	(X)	2/25/13

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 Technology 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.

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REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS									
Name of Individual Requesting Disposition:		Building:			Location of Items:				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	(5) x (6)	Total Cost of Disposition	Selling: Competitive Bid Process	Disposal: Please Indicate Method
please see attached								Ecycling program at Goodwill	
Total Items and Cost of Disposal:									
Required Signatures (if applicable)									
Principal:		Date Approved:							
Technology: Christine Blouke		Date Approved: feb 5, 2013							
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:						

Please forward white and yellow copies to District Office for Board Approval. Pink copy for your file.

Equipment	Asset Tag
210L	A009743
210L	A009696
210L	A009695
210L	A009685
210L	A009676
210L	A009675
CRT Monitor	A008213
Dell Latitude	A010128
Dell Latitude	A007380
Doc Cam	A011271
eMac	A008925
IBM	A007555
IBM	A007553
iMac	A009179
Laptop	A009185
Laptop	A009157
Laptop	A008598
Laptop	A008597
Laptop	A008595
Laptop	A008587
Laptop	A008565
Macbook Pro	A009403
Netbook	A011530
Optiplex GX150	A009382
Optiplex GX150	A008889
Optiplex GX150	A008883
Optiplex GX150	A008874
Optiplex GX150	A008849
Optiplex GX150	A008846
Optiplex GX150	A008845
Optiplex GX150	A008844
Optiplex GX150	A008835
Optiplex GX150	A008834
Optiplex GX150	A008831
Optiplex GX150	A008824
Optiplex GX150	A008818
Optiplex GX150	A008815
Optiplex GX150	A007469
Optiplex GX150	A007468
Optiplex GX150	A007466
Optiplex GX260	A008449
Optiplex GX280	A009182
Optiplex GX280	A009102
Optiplex GX320	A007719
Optiplex GX320	A007718
Optiplex GX320	A007715
Optiplex GX320	A007709
Optiplex GX320	A007707
Optiplex GX520	A010132
Optiplex GX520	A009381
Optiplex GX520	A009228

Switch
Switch

A003025
A002512