

**Mary M. Knight School District
Surplus Property Disposition Request Form**

Surplus Location: Kitchen

Date: 9/26/25

Qty	Item Description	Manufacturer	Model #	Serial #	ISBN #	Copyright Date	Condition
1	Kitchen Mixer	Hobart				1980s	Broken

The following form must accompany all items being surplused and all items should be clearly marked as surplus, original submitted for approval.

☒ Original submitted to Principal

☒ Copy placed with items to surplus

Surplus Completed by: Sheena

Date: 9/26/25

Principal Approval: Joshua Henry

Date: 9/26/25

Superintendent Approval: Math Mays

Date: 9/26/25

Date Received in Business Office: _____ Date of Board Meeting: _____