

# Approval of Surplus Equipment

April 8, 2008

**SUMMARY:**

- This item requests declaration of equipment as surplus. Shredder does not meeting district standards for document destruction.

**PREVIOUS BOARD ACTION:**

- None

**BACKGROUND INFORMATION:**

- Shredder was purchased in 1989. All warranties and maintenance agreements have expired. Shredder cuts in strips and does not meet the district standards for document destruction.

**SIGNIFICANT ISSUES:**

- None

**FISCAL IMPLICATIONS:**

- None

**BENEFIT OF ACTION:**

- Passage will allow surplus equipment that no longer meets standards to be sold at auction.

**PROCEDURAL AND REPORTING IMPLICATIONS:**

- None

**PUBLIC COMMENT RECEIVED:**

- None

**ALTERNATIVES:**

- None

**OTHER COMMENTS:**

- None

**SUPERINTENDENT'S RECOMMENDATION:**

- Recommend approval of declaration of surplus equipment.

**STAFF PERSONS RESPONSIBLE:**

- Debbie Monschke, Executive Director of Budget and Finance

**ATTACHMENT:**

- Fixed Assets Add/Delete Form

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Leader: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_