

**Parkrose School District #3**

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

<b>SUBMITTED BY:</b> MARY LARSON	( ✓ )	<b>DATE</b> 1/28/13
<b>APPROVED BY:</b> Building Administrator	( )	
Superintendent Karen Gray	( X )	1/28/13
Director of Business Services Mary Larson	( X )	1/28/13

**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.

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:				Building:			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition	Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
misc outdated tech equipment --- see second tab							will be delivered to Goodwill for proper e-cycling
<b>Total Items and Cost of Disposal:</b>							
<b>Required Signatures (if applicable)</b>							
<b>Principal:</b>							
<b>Technology:</b> Cblouke 							
<b>Date Approved:</b> 12/14/12							
<b>Request Approved? Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>							
<b>*If denied, recommended action:</b>							
<b>To Operations for Equipment Removal</b>							
<b>Date:</b>							
<b>To District Office to Remove from Inventory</b>							
<b>Date:</b>							
<b>Date Approved:</b>				<b>Approved By:</b>			

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

<b>Equipment</b>	<b>Asset Tag</b>
CRT Monitor	A008241
Dimension 1100	A009335
Dimension 1100	A009333
Dimension 1100	A009314
Dimension 1100	A009294
Dimension 1100	A008807
eMac	A009305
eMac	A009198
eMac	A009077
eMac	A009075
eMac	A009074
eMac	A009073
eMac	A008927
eMac	A008913
eMac	A008906
eMac	A008904
eMac	A008805
eMac	A008794
eMac	A008779
HP Color LaserJet	A009011
Kodak Digital Camera	A002542
Optiplex GX150	A008878
Optiplex GX150	A008877
Optiplex GX150	A008867
Optiplex GX150	A008855
Optiplex GX150	A008841
Optiplex GX150	A008827
Printer	A008327
Sony Digital Camera	A006559
Switch	A002517
Switch	A002516