

**Parkrose School District #3**

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

<b>SUBMITTED BY:</b> MARY LARSON	( ✓ )	<b>DATE</b> 9/28/09
<b>APPROVED BY:</b> Building Administrator	( )	
Superintendent Karen Gray	( X )	9/28/09
Director of Business Services Mary Larson	( X )	9/28/09

**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 Shaver School. The items from this school are no longer usable. Upon board approval, the items will be disposed of.

**FINANCIAL IMPLICATIONS:**

There could be a minimal revenue source if any of the listed equipment can be sold. Any revenue received will be credited to the General Fund under Miscellaneous Revenue.

**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:		Building:			Location of Items:		Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (6) x (8)	
Cindy Bartman							
Chalkboard on wheels	—	1963	Priceless!		1		
4 - computer desk on wheels	A003307 ?				4		
Student desks	A003359 ?				64		
Student chairs		1963	Priceless!		24		
Office desk		1990 ?	Priceless!		1		
file cabinets		1963			3		Donation: Shaver Rummage Sale
teacher desks					3		
teacher chairs					2		↓
Total Items and Cost of Disposal:							
Required Signatures (if applicable) <u>Cindy S. Bartman</u>							
Principal: <u>Cindy Bartman</u>		Date Approved:		Date Approved:		Date Approved:	
Technology:		Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:		Date Approved:	
"If denied, recommended action:		To Operations for Equipment Removal:		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.