

**Parkrose School District #3**

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

<b>SUBMITTED BY:</b> MARY LARSON	( ✓ )	<b>DATE</b> 8/25/14
<b>APPROVED BY:</b> Building Administrator	( )	
Superintendent Karen Gray	( X )	8/25/14
Director of Business Services Mary Larson	( X )	8/25/14

**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 high school and technology. 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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:			Building: <u>H.S.</u>		Location of Items: <u>SCHEDULED OUT AREA</u>		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Total Cost	
						Selling: Competitive Bid Process	
Description of Property including Brand & Serial #		District	Date	Purchase	Replacement	of Disposition	Donation: List Organization
		Tag #	Acquired	Price	Price	Qty (5) x (6)	Other: List Means and/or Place
<u>SEE LIST ATTACHED</u>							
<b>Total Items and Cost of Disposal:</b>							
<b>Required Signatures (if applicable)</b>							
Principal:				Date Approved:			
Technology:				Date Approved:			
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>				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.

## High School Shelled Out Area – Disposal Items

Plastic 6' tables - 2

Plastic 8' table - 1

Wood 8' table - 1

Half-round table - A004004

File cabinets - A002041, A000063

2 drawer - 1

3 drawer - 1

4 drawer - 9

Rolling office chairs - 39

Rolling storage cabinets (3'x5') - 6

Folding metal chairs - 25

Rolling racks for metal folding chairs - 2

Metal/wood teacher desks - 12

Kitchen plastic serving cart - 1

Rolling computer carts - 4

TV - 4

Heavy ceramic lunch chairs - 75

Library - 40

Round lunch tables - 6

Metal screens in NE corner - about 40

Broken weight equipment

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Name of Individual Requesting Disposition:		Building:			Location of Items:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #						Total Cost of Disposition	Disposal: Please Indicate Method
	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	(5) x (6)	Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
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: 8/19/14					
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:			Approved By:		
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date:			

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Equipment	Asset Tag	School
CRT Monitor	A005988	MS
CRT Monitor	A008217	MS
CRT Monitor	A008230	MS
Dimension 1100	A009339	MS
Epson Projector	A009419	RU
Epson Projector	A009561	MS
Epson Projector	A010282	MS
Epson Projector	A010283	MS
Epson Projector	A010284	MS
Epson Projector	A010285	MS
Epson Projector	A010286	MS
Epson Projector	A010287	MS
Epson Projector	A010288	MS
Epson Projector	A010289	MS
Epson Projector	A010569	MS
iBook G4	A009122	PR
iBook G4	A010200	PR
iBook G4	A010202	PR
InFocus	A010247	MS
Lenovo Desktop	A008161	DO
Mitsubishi Projector	A008999	MS
Netbook	A007986	DO
Netbook	A009940	DO
netbook	a010442	ru
Netbook	A010444	RU
netbook	a010445	ru
Netbook	A010446	RU
netbook	a010447	ru
Netbook	A010448	RU
netbook	a010449	ru
Netbook	A010450	RU
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netbook	a010697	ms
netbook	a010698	sh
Netbook	A010705	MS
Netbook	A010720	PR
Netbook	A010724	PR
Netbook	A010725	PR
Netbook	A010726	PR
Netbook	A010727	PR
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Netbook	A010732	PR
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Netbook	A011038	DO
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netbook	a011041	ru
netbook	a011042	ru
netbook	a011043	ru
Netbook	A011044	RU
netbook	a011045	ru
Netbook	A011046	DO
Optiplex 150	A008292	MS
Optiplex 150	A008879	MS
Optiplex 320	A008172	MS
Optiplex 320	A008174	MS
Optiplex 330	A007831	MS
Optiplex 330	A007833	MS
Optiplex 330	A007835	MS
Optiplex 330	A007896	MS

Optiplex 330	A009578	MS
Optiplex 330	A009581	MS
Optiplex 330	A009582	MS
Optiplex 330	A009583	MS
Optiplex 330	A009585	MS
Optiplex 360	A009751	MS
Optiplex 360	A009752	MS
Optiplex 360	A009877	MS
Optiplex 360	A009901	MS