



SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM

The School Board requires an explanation as to why an item is determined to be surplus when it falls into one of the following categories:

- 1. Less than 5 Years old
- 2. Original cost was more than \$5,000
- 3. Has not yet met its life cycle

When disposing of an item that applies to any of the these three areas, this form **must** be completed in its entirety, signed by the appropriate department head(s), and returned to the Warehouse (attention Sandy Kimple) before a pick-up date will be scheduled.

Please complete all areas below, giving as much detail as possible:

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 020006134 Description of Item: Food Mixer, Hobart
 Acquisition Date: 5/01/1991 Original Cost: \$7,594.00 Current Book Value: \$ 0 Life Cycle: 7 yrs

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:

Item(s) are uneconomical to repair or Item(s) obsolete & no longer usable

2. It is **required** to attach supporting documentation or complete the details section below. Your items **will not** be picked up if this information isn't provided.

3. Details: The mixer was leaking oil and the feet were rusted off. It is 23 years old and the life cycle is 7 years.

Denise Johnson/ Principal, Andersen Elementary School Denise M. Johnson 4-3-14
 Administrator Name (print) / Title Administrator Signature Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Jane Cline/ ^{Central} ~~South~~ Area Superintendent Jane Cline 4/4/14
 Administrator Name (print) / Title Administrator Signature Date

Kevin Thornton/ Director, Food Services Kevin Thornton 4/8/14
 Administrator Name (print) / Title Administrator Signature Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR

Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple 4/10/14
 Sandy Kimple, Supervisor, Warehouse Services / Date

RECEIVED

Cheryl L. Olson - C.P.M., CPPO, FCCN, Director
 Office of Purchasing & Warehouse Services
 Phone: (321) 633-1000, ext. 645 • Fax: (321) 633-3618
 Warehouse: (321) 633-3670 • Fax: (321) 633-3698

APR 04 2014

CELESTINE
SUPERVISOR



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Please complete all areas below, giving as much detail as possible:

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 020094912 Description of Item: Computer System, Compaq Proliant
 Acquisition Date: 01/18/2001 Original Cost: \$ 6,767.00 Current Book Value: \$ 0.00 Life Cycle: 3 yrs

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:

Item(s) are uneconomical to repair or Item(s) obsolete & no longer usable

2. It is **required** to attach supporting documentation or complete the details section below. Your items **will not** be picked up if this information isn't provided.

3. Details: This server actually meets both conditions. It is well beyond it's 3yr lifecycle. When it was sent to TSS for repair they sent it back and recommended DCR.

Robert E. Fish / Principal, Johnson Middle School [Signature] 7/22/13
 Administrator Name (print) / Title Administrator Signature Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Janeline central [Signature] 7/25/13
 Administrator Name (print) / Title Administrator Signature Date

Gino Butto / Assistant Superintendent, Information Technology [Signature] 07/30/2013
 Administrator Name (print) / Title Administrator Signature Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR

Documentation Reviewed / Submit Request to Board for Approval: [Signature] 7/31/13
 Sandy Kimple, Supervisor, Warehouse Services / Date

RECEIVED
 JUL 30 2013
 WAREHOUSE SERVICES

Cheryl L. Olson - C.P.M., CPPO, FCCN, Director
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 JUL 24 2013
 CENTRAL AREA SUPERINTENDENT



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Please complete all areas below, giving as much detail as possible:

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 007006378 Description of Item: Toro Z-Master Mower
 Acquisition Date: 11/30/2007 Original Cost: \$7,296.00 Current Book Value: \$ 0.00 Life Cycle: 5 yrs

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:

Item(s) are uneconomical to repair or Item(s) obsolete & no longer usable

2. It is required to attach supporting documentation or complete the details section below. Your items will not be picked up if this information isn't provided.

3. Details: MOWER Requires Numerous repairs Making it UNECONOMICAL to Repair considering the age of the Mower.

Dennis Bonny/ Director, Plant Operations and Maintenance [Signature] 3/11/2014
 Administrator Name (print) / Title Administrator Signature Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Dane Theodoro/ Assistant Superintendent, Facilities Services [Signature] 03/10/2013
 Administrator Name (print) / Title Administrator Signature Date

Administrator Name (print) / Title Administrator Signature Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR
 Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple 4/9/14
 Sandy Kimple, Supervisor, Warehouse Services / Date

RECEIVED

APR 10 2014

WAREHOUSE SERVICES

Cheryl L. Olson - C.P.M., CPPO, FCCN, Director
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Please complete all areas below, giving as much detail as possible:

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 007005752 Description of Item: Tricaster Newtek Video Editor
 Acquisition Date: 09/12/2007 Original Cost: \$ 6,774.00 Current Book Value: \$ 0.00 Life Cycle: 3 yrs

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:

- Item(s) are uneconomical to repair or Item(s) obsolete & no longer usable

2. It is **required** to attach supporting documentation or complete the details section below. Your items **will not** be picked up if this information isn't provided.

3. Details:

Sent to TSS for repair. The don't have the part they need and they can't order the part. They advised us to DER AND Replace with A new Tricaster.

Kerri Nash / Principal, Meadowlane Intermediate Elementary School

3-4-14

Administrator Name (print) / Title

Administrator Signature

Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Mark W. Mullins / South Area Superintendent

3/10/14

Administrator Name (print) / Title

Administrator Signature

Date

Gino Butto / Assistant Superintendent, Information Technology

03/12/2014

Administrator Name (print) / Title

Administrator Signature

Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR

Documentation Reviewed / Submit Request to Board for Approval:

3/19/14

Sandy Kimple, Supervisor, Warehouse Services / Date



SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM

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SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 000022209 Description of Item: Material Handle-Forklift-Alis Chalm
 Acquisition Date: 07/01/1984 Original Cost: \$ 11,070.00 Current Book Value: \$ 0.00 Life Cycle: 7 yrs

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:

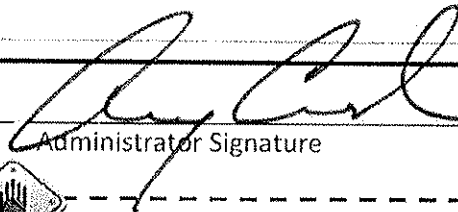
Item(s) are uneconomical to repair or Item(s) obsolete & no longer usable

2. It is **required** to attach supporting documentation or complete the details section below. Your items **will not** be picked up if this information isn't provided.

3. Details:

Brake problems, replacement parts hard to find.

Arby Creach / Assistant Director, Transportation Services
 Administrator Name (print) / Title



Administrator Signature

12-6-13
Date



SECTION C: TO BE COMPLETED BY THE APPROPRIATE AREA SUPERINTENDENT OR DIVISION HEAD

Judy Preston / Associate Superintendent, Financial Services
 Administrator Name (print) / Title



Administrator Signature

4/7/14
Date

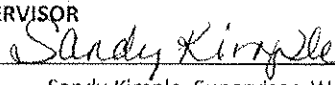
Administrator Name (print) / Title

Administrator Signature

Date

SECTION D: TO BE COMPLETED BY SANDY KIMPLE, WAREHOUSE SUPERVISOR

Documentation Reviewed / Submit Request to Board for Approval:



Sandy Kimple, Supervisor, Warehouse Services / Date

4/25/14
Date

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WAREHOUSE SERVICES