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 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.

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 000001739  
Description of Item: 1996 SUZUKI 1400 INTRUDER MOTORCYCLE

Acquisition Date: 8/23/2017  
Original Cost: $2,000.00  
Current Book Value: $1,600.00  
Life Cycle: 5 Years

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:
   - □ Item(s) are uneconomical to repair  
   - ☑ 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:  
   Asset is no longer needed in the Automotive Program as an instructional item.

   Dr. John C Harris/Principal, Heritage High School
   Administrator Name (print) / Title
   Administrator Signature  
   Date: 3/6/19

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

   Dr. Michael Niles/Transportation Director
   Administrator Name (print) / Title
   Administrator Signature  
   Date: 3/13/19

   Dr. Stephanie Soliven/Assistant Superintendent, Secondary Office of Leading and Learning
   Administrator Name (print) / Title
   Administrator Signature  
   Date: 3/13/19

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

   Documentation Reviewed / Submit Request to Board for Approval:  
   Sandy Kimple, Supervisor, Warehouse Services / Date
   3/28/19

Office Of Purchasing & Warehouse Services
Phone: (321) 633-1000 Ext 645 - Fax: (321) 633-3618
Warehouse: (321) 633-3680 Ext. 14100 - Fax: (321) 633-3698
SURPLUS PROPERTY DISPOSAL JUSTIFICATION FORM

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

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 007013992  Description of Item: STEAMER, MARKET FORGE
Acquisition Date: 9/9/2009  Original Cost: $17,849.00  Current Book Value: $0.00  Life Cycle: 7 Years

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:
   - Item(s) are uneconomical to repair
   - 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: STEAMER obsolete/unreparable

Shelley Michaud/Principal, Ocean Breeze Elementary
Administrator Name (print) / Title

Administrator Signature  Date

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

Jane Cline/Assistant Superintendent, Elementary Office of Leading and Learning
Administrator Name (print) / Title

Administrator Signature  Date

Kevin Thornton/COO
Administrator Name (print) / Title

Administrator Signature  Date

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

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

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SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 020012685  Description of Item: STEAM KETTLE/OVEN COOKER
Acquisition Date: 10/1/1994  Original Cost: $5,793.00  Current Book Value: $0.00  Life Cycle: 7 Years

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: Kettle is obsolete/unrepairable

Shelley Michaud/Principal, Ocean Breeze Elementary
Administrator Name (print) / Title  Administrator Signature  Date

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

Jane Cline/Assistant Superintendent, Elementary Office of Learning and Learning
Administrator Name (print) / Title  Administrator Signature  Date

Kevin Thornton/COO
Administrator Name (print) / Title  Administrator Signature  Date

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

Documentation Reviewed / Submit Request to Board for Approval:  Sandy Kipple, Supervisor, Warehouse Services / Date

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RECEIVED
JAN 2 9 2019
BY:
A third party vendor reviewed asset and deemed it uneconomical to repair. SFA

SECTION A: TO BE COMPLETED BY THE WAREHOUSE

Asset #: 007021480    Description of Item: WINDSOR ISCRUB 20 IN RIDER
Acquisition Date: 2/27/2015    Original Cost: $4,960.00    Current Book Value: $992.00    Life Cycle: 5 Years

SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR

1. Check (v) one of the following boxes:
   [ ] Item(s) are uneconomical to repair
   [ ] 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 asset is no longer cost effective. Facility at district level no longer does repairs on this asset. A third party vendor reviewed asset and deemed it uneconomical to repair. SFA

Cindy Whalin/Principal, Port Malabar Elementary
Administrator Name (print) / Title

Cindy D. Whalin
Administrator Signature
2/28/19

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

Kevin Thornton/Chief Operating Officer
Administrator Name (print) / Title

Jane Cline/Assistant Superintendent, Elementary Office of Leading and Learning
Administrator Name (print) / Title

[Signatures]
Date
3/18/2019
3/14/19

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

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

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

**SECTION A: TO BE COMPLETED BY THE WAREHOUSE**

| Asset #: 007006156 | Description of Item: AUTO FLOOR SCRAPPER, CHARIOT |
| Acquisition Date: 11/7/2007 | Original Cost: $9,557.00 | Current Book Value: $0.00 | Life Cycle: 5 Years |

**SECTION B: TO BE COMPLETED BY THE SITE ADMINISTRATOR**

1. Check (v) one of the following boxes:
   - [ ] Item(s) are uneconomical to repair
   - [ ] 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 asset is no longer cost effective. Facility at district level no longer does repairs on this asset. A third party vendor reviewed asset and deemed it uneconomical to repair. SFA

Cindy Whalin/Principal, Port Malabar Elementary  
Administrator Name (print) / Title  

Administrator Signature  
Date  

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

- Kevin Thornton/Chief Operating Officer  
  Administrator Name (print) / Title  
  Administrator Signature  
  Date  

- Jane Cline/Assistant Superintendent, Elementary Office of Leading and Learning  
  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:  
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