



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 #: 007001527 Description of Item: Applied Physics Upgrade
 Acquisition Date: 09/05/2006 Original Cost: \$ 7,492.66 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: Item no longer needed with the dismantling of our lab due to the school closure.

Catherine Halbuer / Principal, Clearlake Middle School
Administrator Name (print) / Title

Catherine Halbuer 6/11/13
Administrator Signature Date



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

Sandra Demmon / Central Area Superintendent
Administrator Name (print) / Title

[Signature] 6-14-13
Administrator Signature Date

Gino Butto / Assistant Superintendent, Information Technology
Administrator Name (print) / Title

[Signature] 6/20/2013
Administrator Signature Date

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

Documentation Reviewed / Submit Request to Board for Approval: Sandy Kimple 6/24/13
Sandy Kimple, Supervisor, Warehouse Services / Date

JUN 21 2013
WAREHOUSE SERVICES

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

RECEIVED

JUN 14 2013

CENTRAL AREA SUPERINTENDENT