



## Surplus Items Request Form (Property Transaction Form)

**Directions:**

- List items that you have for surplus. List each item separately and attach a completed copy of this form to each item.
- Approval by building Supervisor
- Keep one copy of this completed form for your files and send the **original to Tammy Baisden at the District Office.**
- Be sure to remove items from your building inventory.
- **Items must be kept until notified by the District Office.**

	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	TV 2001	1	Panasonic	27"	Ø	OK	
B	TV <sup>with</sup> VCR 1994	1	Magnavox	13"	Ø	OK	
C	TV 2002	1	Philips	27"	Ø	OK	
D	Overhead projector	1	Dukane	18"	Ø	does not work	
E	AV Cart	2	Bretford	40x32x22	Ø	good	
F							
G							
H							

Prepared by: Dalene Varang Date: 9-24-18 Building Supervisor: [Signature]  
 Date Approved by School Board: \_\_\_\_\_



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	TV/VCR-cart	1	Zenith	6' x 4'	0	WORKS	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Jessica Rodriguez Date: 8/28/18 Building Supervisor: *Calicata*

Date Approved by School Board: \_\_\_\_\_



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	wooden teacher desk	1	—	45 x 30 30 tall	~	fair	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Cindy Seager Date: 9/19/18 Building Supervisor: [Signature]  
 Date Approved by School Board: \_\_\_\_\_



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	x-large trapezoid tables	3		48 48 x 92 x 50	good	good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Cindy Steagall Date: 9/18/18 Building Supervisor: [Signature]  
 Date Approved by School Board: \_\_\_\_\_



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Pull down screens	4	Bretford	64 in.		good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Cindy Steager Date: 9/18/18 Building Supervisor: [Signature]

Date Approved by School Board: \_\_\_\_\_

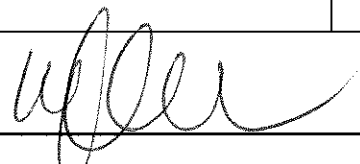
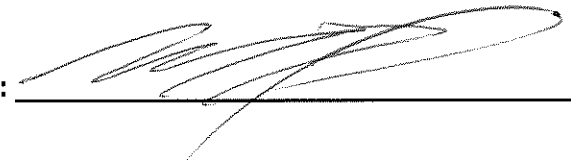


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A	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Rescue Annie	2	Laerdal	2 1/2" x 4"	\$25	POOR	
B	Rescue Annie torso	2	Laerdal	2" x 3"	\$15	POOR	
C							
D							
E	* Located in Kim Frederve custodian office						
F							
G							
H							

Prepared by:  Date: 9-12-18 Building Supervisor: 

Date Approved by School Board: \_\_\_\_\_



# Instructional Material Surplus Request Form (Property Transaction Form)

**Directions:**

- List books and instructional materials that you have for surplus. List each item separately including teacher editions, workbooks, posters, charts, etc.
- Approval by building Supervisor
- Keep one copy of this completed form for your files and send the original to Gwen Garrett at Special Programs.
- Box items and tape a copy of the completed form to the box. Box must be sturdy and able to close securely with a lid, and no larger than 12"x12"x18".
- Items need to be kept until notified by the District Office.

	# of Items	Title	Publisher	Year/ Edition	Grade Level	Condition	For Office Use Only	
A	12	Geography The World and It's People	Glencoe	1998		Fair to good		
B		*located in the small room in the JH admin office						
C		also in Frank Pitsch's room.						
D								
E								
F								
G								
H								

Prepared by: Pitsch Date: 5/14/18 Building Supervisor: Cl Bl

Curriculum Director: [Signature] Date Approved by School Board: \_\_\_\_\_



# Instructional Material Surplus Request Form (Property Transaction Form)

**Directions:**

- List books and instructional materials that you have for surplus. List each item separately including teacher editions, workbooks, posters, charts, etc.
- Approval by building Supervisor
- Keep one copy of this completed form for your files and send the **original to Gwen Garrett at Special Programs.**
- Box items and tape a copy of the completed form to the box. Box must be sturdy and able to close securely with a lid, and no larger than 12"x12"x18".
- **Items need to be kept until notified by the District Office.**

	# of Items	Title	Publisher	Year/ Edition	Grade Level	Condition	For Office Use Only
A	26	Encyclopedia Americana	Grolier Inc.	1990	H.S.	Good	
B	7	Webster's <sup>New</sup> World Thes.	Time Warner	1990	H.S.	Good	
C	22	World Almanac	Pharos Books	1990	H.S.	Poor	
D	2	Oxford Dictionaries	Berkeley Books	1997	H.S.	Fair	
E							
F							
G							
H							

Prepared by: Pitsch Date: 9/6/18 Building Supervisor: [Signature]  
 Curriculum Director: [Signature] Date Approved by School Board: [Signature]