LAKE CHELAN SCHOOL DISTRICT

MATERIALS & EQUIPMENT SURPLUS REQUEST LIST

Instructions: Periodically staff should prepare a list of broken and/or unused materials and equipment and submit to the building administrator or department head for approval. The completed and approved surplus request list is sent to the district business office. Business office will give departments and buildings two weeks notice to claim surplus items. Unclaimed items will be put on the School District Board agenda for approval to surplus. Following Board approval, the district office will publish availability of surplus items. The district office and buildings/departments will work together to coordinate the selling or disposal of items.

Supt./Principal/Dept Head Approval: [signature] 10-24-19

Board Approval Meeting Date:

Item Description	Inventory Tag #	Manufacturer	Model	Quantity	Age & Condition	Estimated Value	Reason Surplused	Present Location	Disposal Method (Sold/Thrown Away)	Dispos Date
metal volleyball standards				8	30 years poor		new ones	comm gym		
volleyball nets				4	5-10 fair to poor		new ones	comm gym		
Antennas				6	5-10 fair to poor		new ones	comm gym		
rolling cart				1	30 - poor		not need	C. gym		