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: 5/20/21

Board Approval Meeting Date:

Item Description	Inventory Tag #	Manufacturer	Model	Quantity	Age & Condition	Estimated Value	Reason Surplused	Present Location	Disposal Method (Sold/Thrown Away)	Dispo Dat
Pasta Machine				8	12yrs-poor	$10	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Crock Pot				2	12yrs-Good	$20	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Pitcher				4	12yrs-Good	$3	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Pie Pans				8	12yrs-Good	$3	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Spring Cake Pan				11	12yrs-poor	$1	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Glass Bowl				2	12yrs-Good	$3	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Electric Hand Mixer				6	12yrs-Good	$10	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Cutting Board				1	12yrs-poor	$1	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Muffin Pan				27	12yrs-poor	$5	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Colander				9	12yrs-Good	$3	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Sheet Pan				16	12yrs-Great	$15	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Omlet Pan				7	12yrs-Great	$8	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Assorted Silvereware				80	12yrs-Good	$1	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Measuring Spoons Set				2	12yrs-Poor	$1	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Measuring Cups Set				6	12yrs-Poor	$1	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		
Kinfe Holder				1	12yrs-Good	$15	Moving from home kitchen equipment to commercial kitchen equipment	CHS Custodial Storage		