



## 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	Small Paper Shredder	1	N/A	1'x1.5'	?	Good	
B	<del>Radio Charger</del>	<del>1</del>	<del>Kenwood</del>	<del>4"x5"</del>	<del>?</del>	<del>Good</del>	
C	Cutting Boards	2	N/A	1'x10"	?	Good	
D	Wooden Coat Hanger	1	N/A	2'x6"	?	Good	
E	2-hole punch	1	Office Depot	4"x6"	?	Good	
F	Old Yahtzee Game	1	MiltonBradley	2'x10"	?	Poor	
G	Geometric Blocks	1	?	1'x1'	?	Fair	
H	Red 3-ring Folders	6	Office Depot	1'x9"	?	Great	

Prepared by: Derek Johnson Date: 9/1/2022 Building Supervisor: [Signature]

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



# A



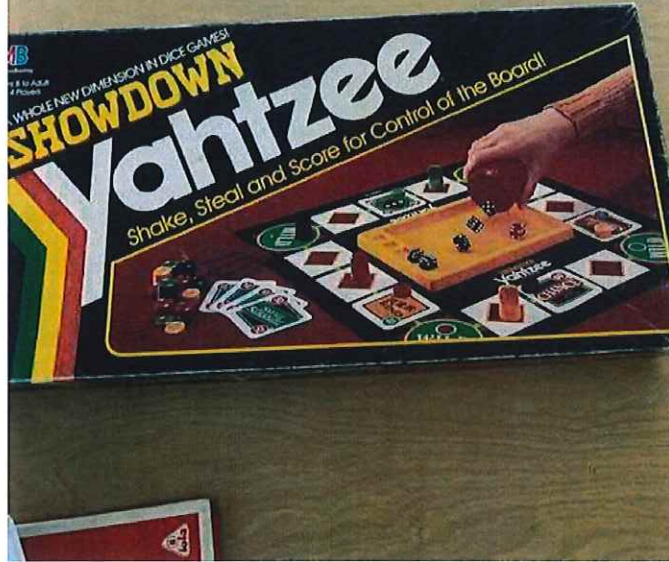
# C



# D



# E



# F



# G



# #





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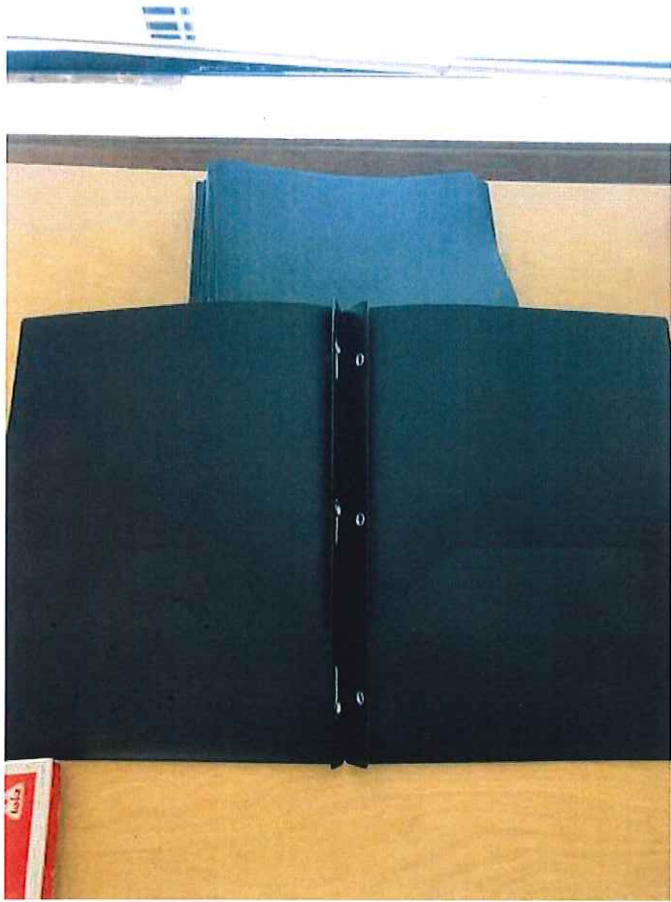
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Black 3-ring folders	6	Office Depot	1'x9"	?	Great	
B	Black 3 ring binder	9	N/A	N/A	?	Fair	
C	Blue 3-ring binder	4	N/A	N/A	?	Fair	
D	Yellow 3-ring binder	2	N/A	N/A	?	Fair	
E	Grey 3-ring Binder	1	N/A	N/A	?	Fair	
F	White 3-Ring Binder	10	N/A	N/A	?	Fair	
G	Red 3 Ring binder and case	2	N/A	N/A	?	Fair	
H							

Prepared by: Derek Johnson Date: 9/1/2022 Building Supervisor: [Signature]

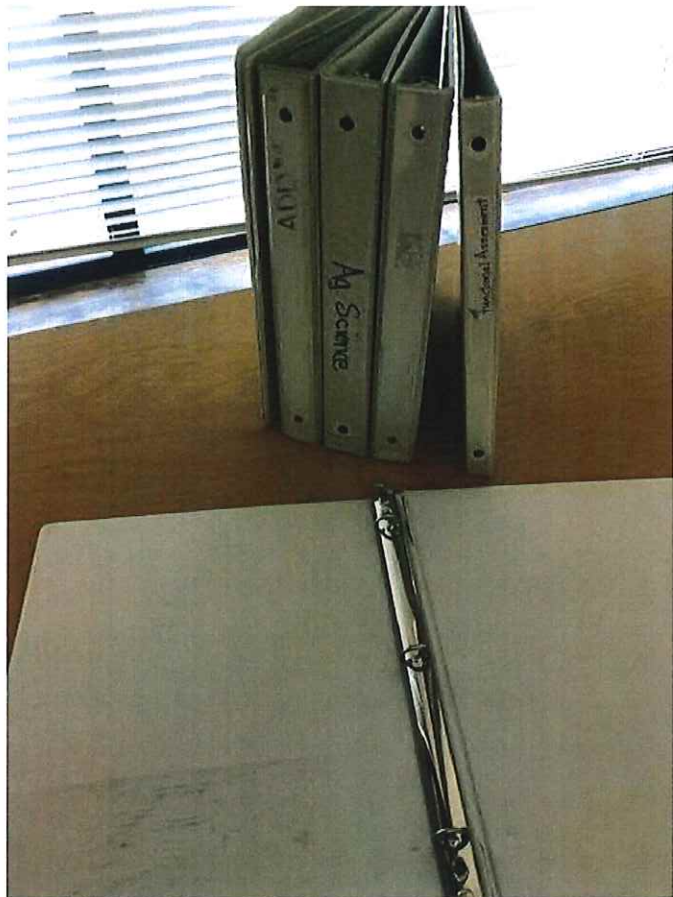
Date Approved by School Board: \_\_\_\_\_



# A



# B



# F



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Lights	31				fair	
B	Score Boards	2				fair	
C	Wall cabinet	1				Fair	
D	rolling cabinet w/ 2 drawers and double doors	1				Fair	
E	3 drawer cabinet	1				Fair	
F							
G							
H							

Prepared by: Mark Carter Date: 9/6/22 Building Supervisor: John Jones

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



# A



# A

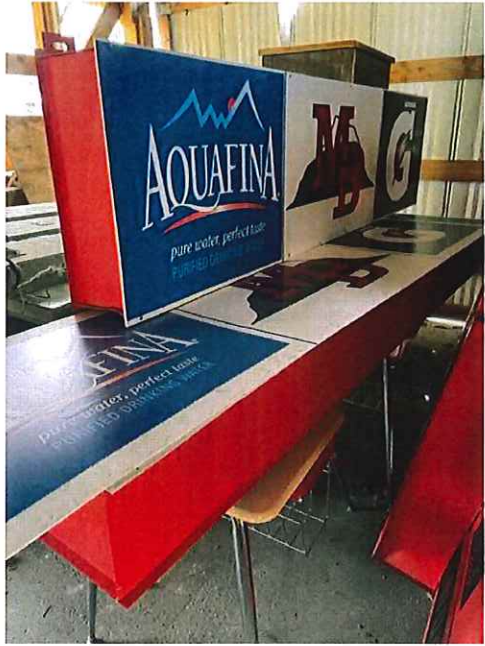


#B

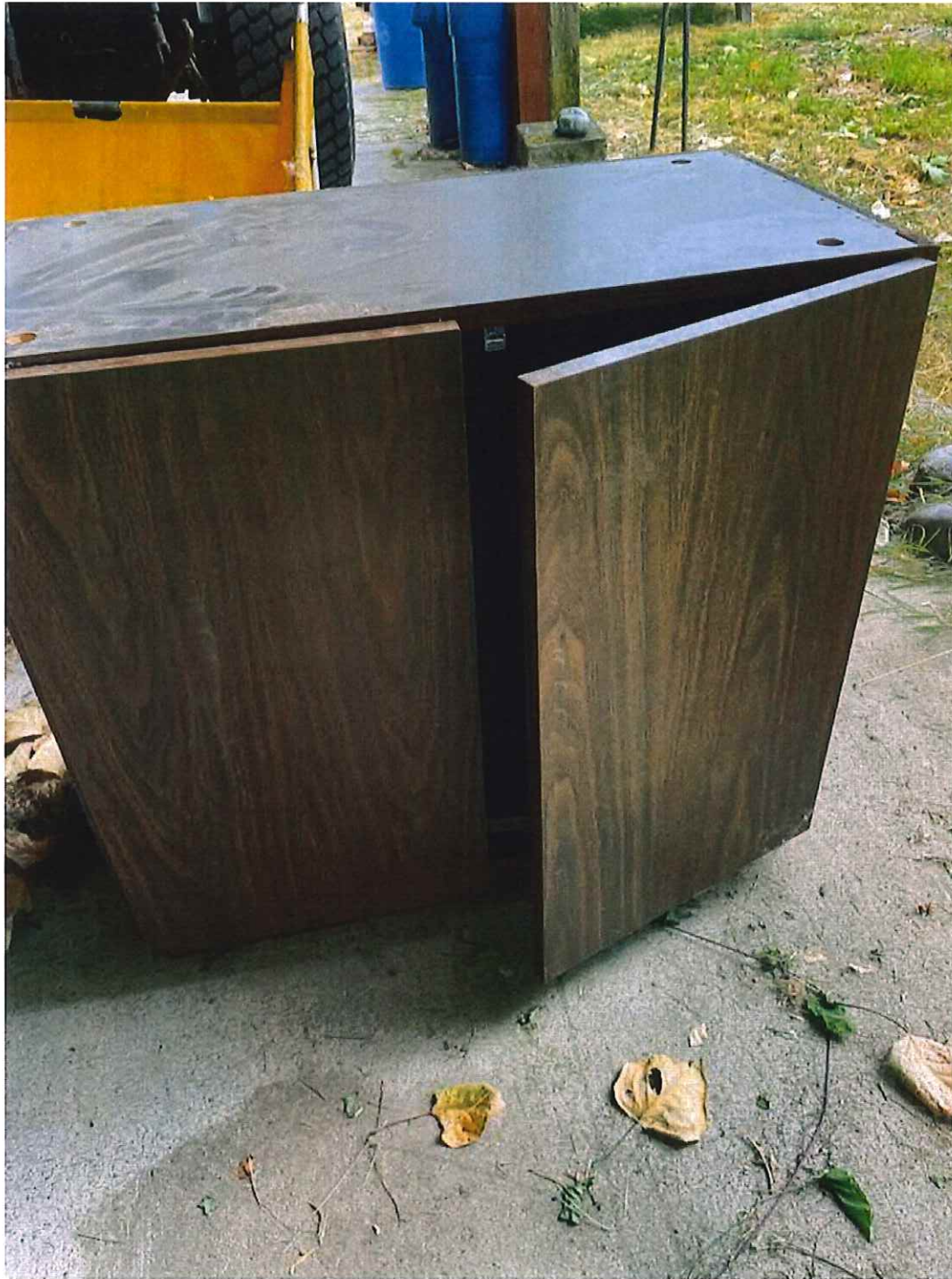




# B



#B



#C



#D



#E



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	A/V cassette Recorder	1	Sharp	12in x 6in	appx. \$10	POOR	
B	Tackle box	1	Piano Tackle systems	24 in x 8in x 6in	\$20	fine fair	
C							
D							
E							
F							
G							
H							

Prepared by: Hannah Pealstrom Date: 6/21/22 Building Supervisor: Ian Unterman

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



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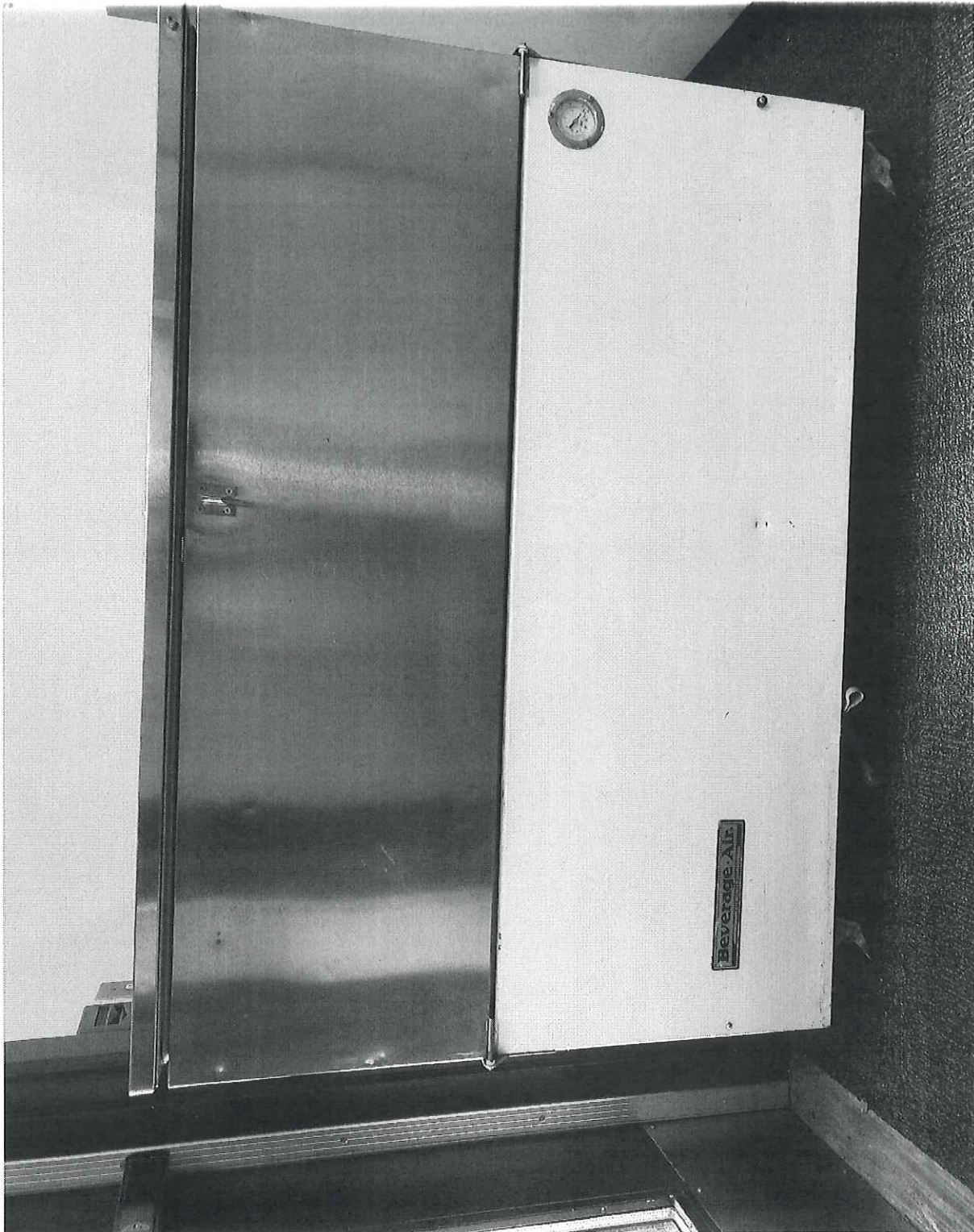
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Milk Cooler <i>Kendall</i>	1	Beverage Air	4ft 2"x2ft 7"x 3.5 ft	\$0	Poor	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Laura Tornero Date: 9/19/22 Building Supervisor: *[Signature]*

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



# A





# Surplus Items Request Form (Property Transaction Form)

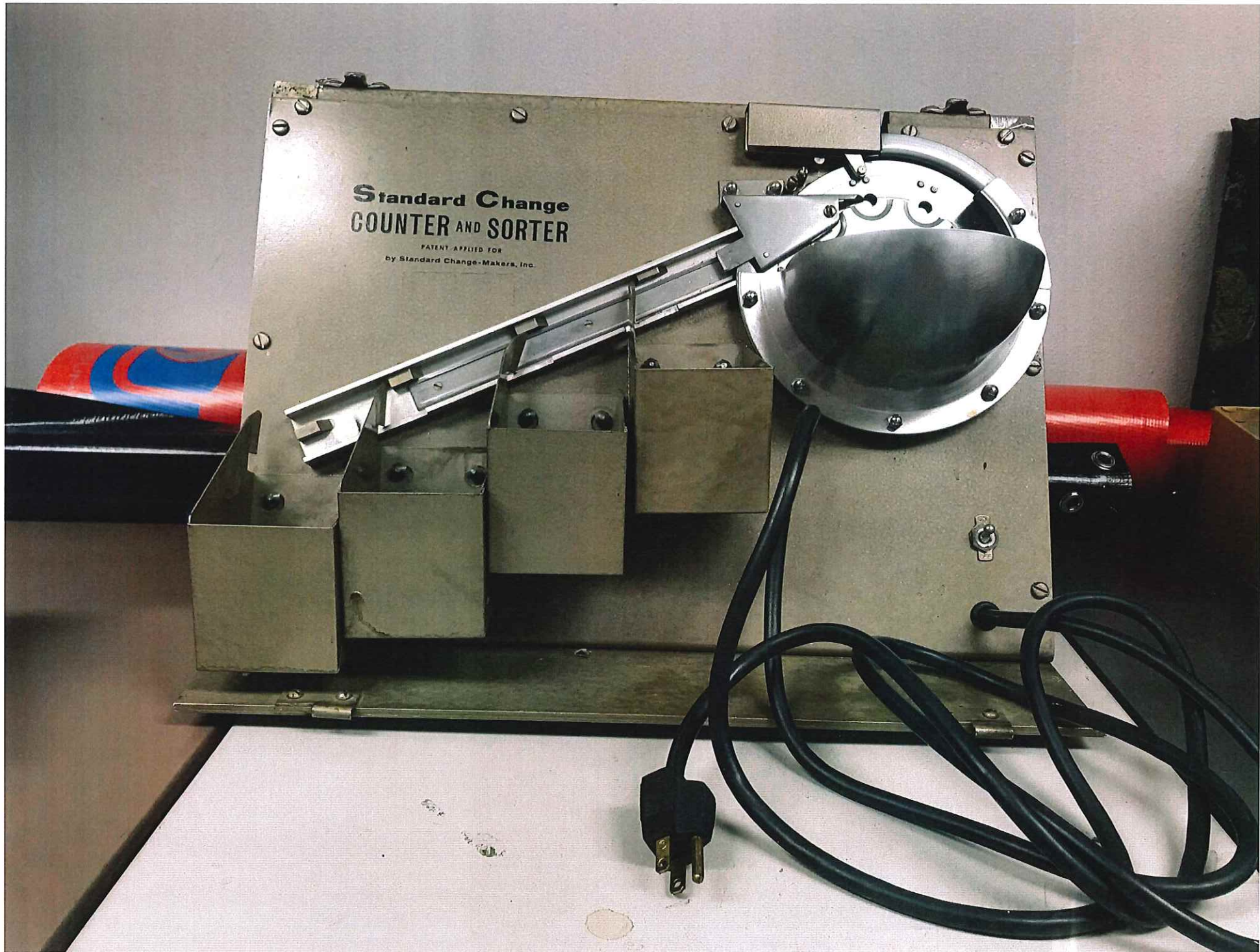
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Standard Change Counter & Sorter	1	Standard Change Makers, Inc.			Fair	
B	Sony Cassette Tape recorders	10	Sony			Fair	
C							
D							
E							
F							
G							
H							

Prepared by: Debra Brown Date: 6/29/22 Building Supervisor: Matt Durand

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



**Standard Change**  
**COUNTER AND SORTER**

PATENT APPLIED FOR  
by Standard Change-Makers, Inc.

#A



#3



# Surplus Items Request Form (Property Transaction Form)

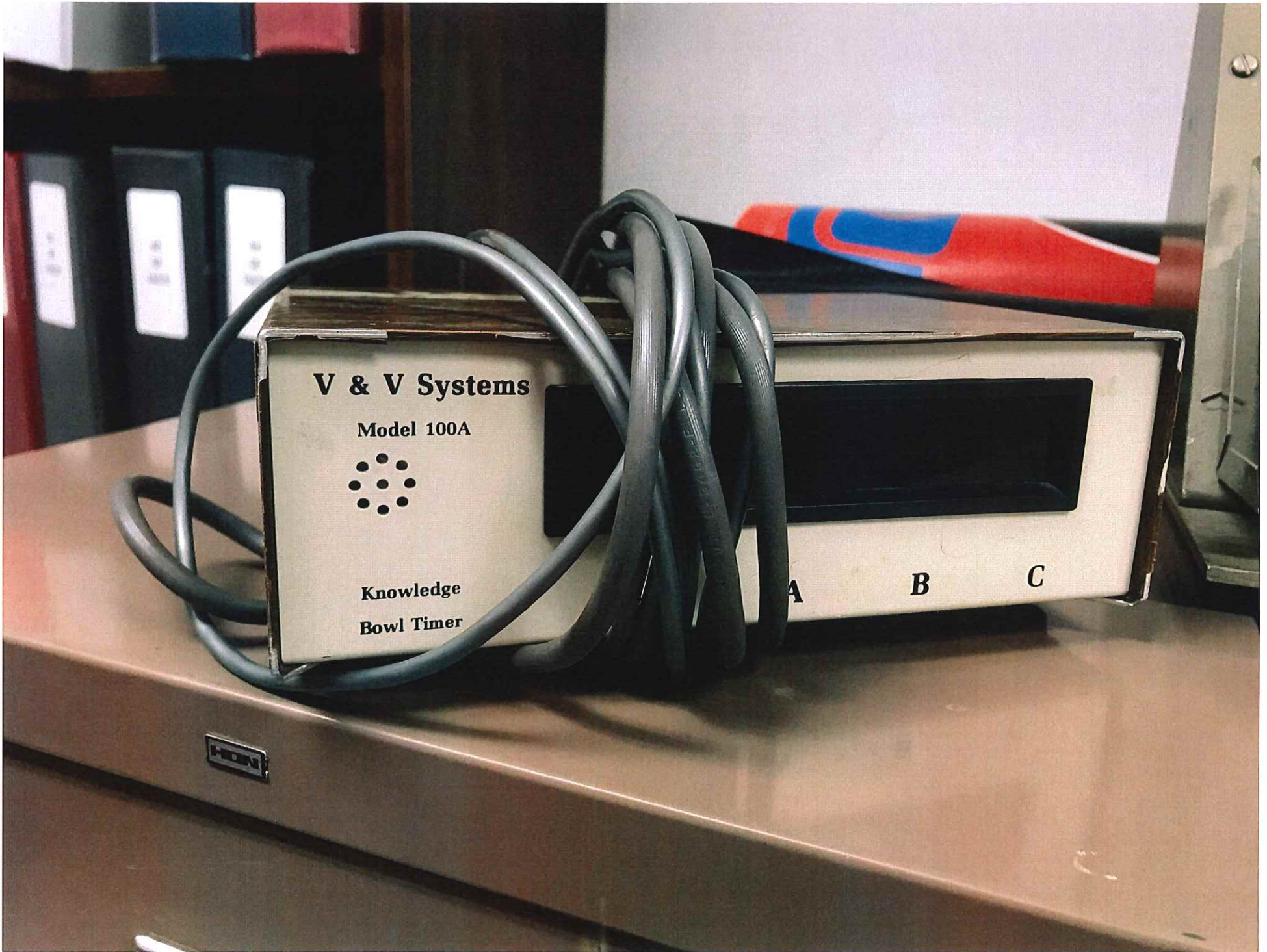
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
<b>A</b>	Knowledge Bowl Timer: Model 100A	1	V&V Systems			Fair	
<b>B</b>							
<b>C</b>							
<b>D</b>							
<b>E</b>							
<b>F</b>							
<b>G</b>							
<b>H</b>							

**Prepared by:** Debra Brown **Date:** 6/29/22 **Building Supervisor:** Matt Durand

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



# A



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Teacher desk	1		6' x 2.5'		fair	
B	Student desk - double writer 2			4' x 2'		poor	
C	Student chairs - asst.	22		2' x 2' x 2' each		fair	
D	Rolling computer tables	8		3' - 5' varies		Good	
E	Comp. table w/o wheels	1		4' x 2.5'		fair	
F	Trestle leg table	1		5' x 2.5'		poor	
G	Rolling chair, cloth rest	1		2' x 2' x 2'		fair	
H	Trapezoid tables	4		4' x 2.5'		poor	

Prepared by: Todd Mathews Date: 9/16/22 Building Supervisor: [Signature]

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



# A

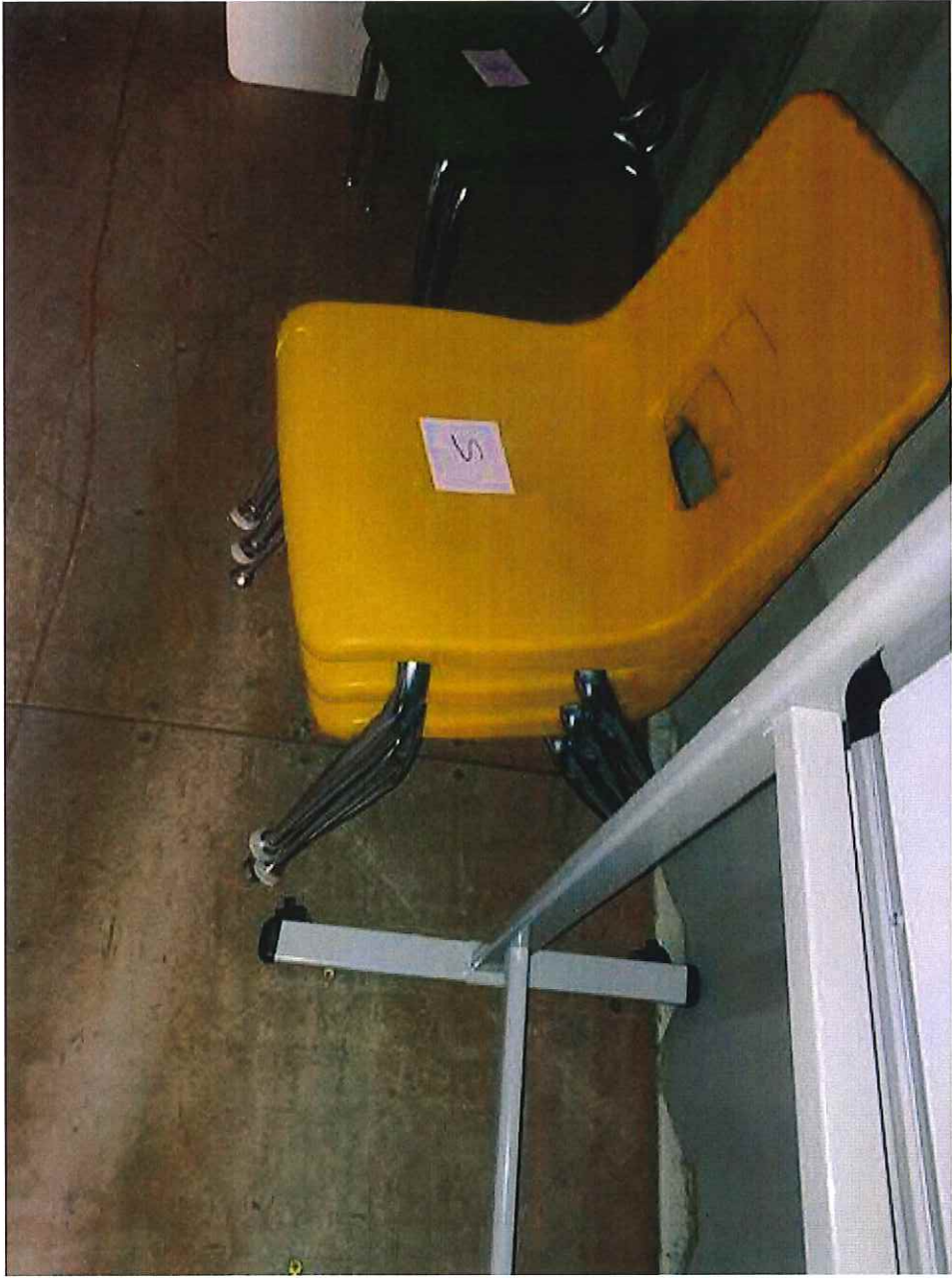


# B

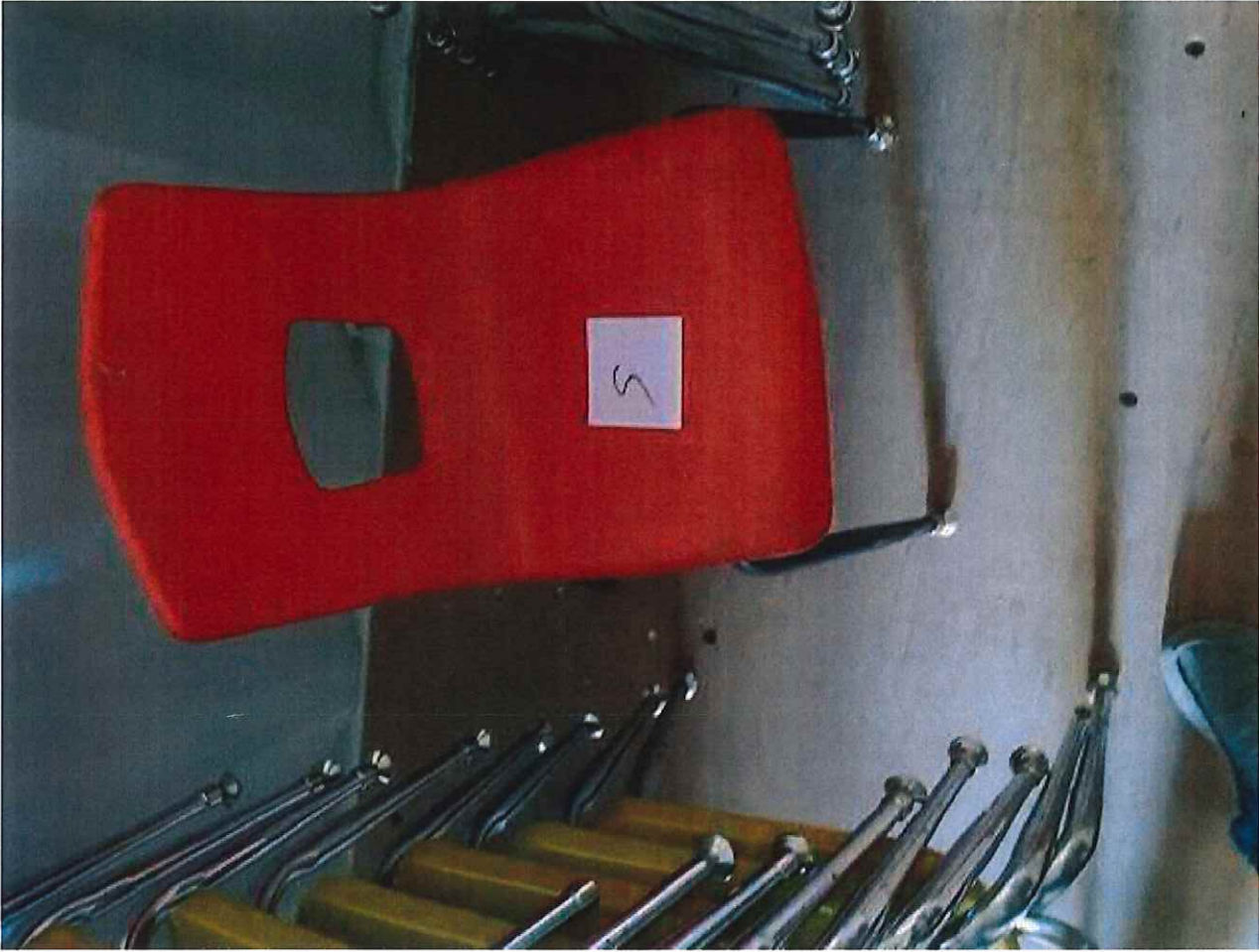




# C



#C



#C



# D



#D





