



# 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	Plastic Student Chairs	133	?	13"		Fair	
B	Plastic Student Chairs	6	?	12"		Fair	
C	Plastic Student Chairs	6	?	15"		Fair	
D	Plastic Student Chairs	2		16"		Fair	
E	Large student DESKS w/ cubby.	13		Lg		Fair to poor	
F	Kidney tables	4		Large		Good	
G	Student DESKS	25		Regular student desk		Fair	
H	Desk	1					

Prepared by: Michelle Andersen Date: 10/25/21 Building Supervisor: Elin Rasmussen

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



# A

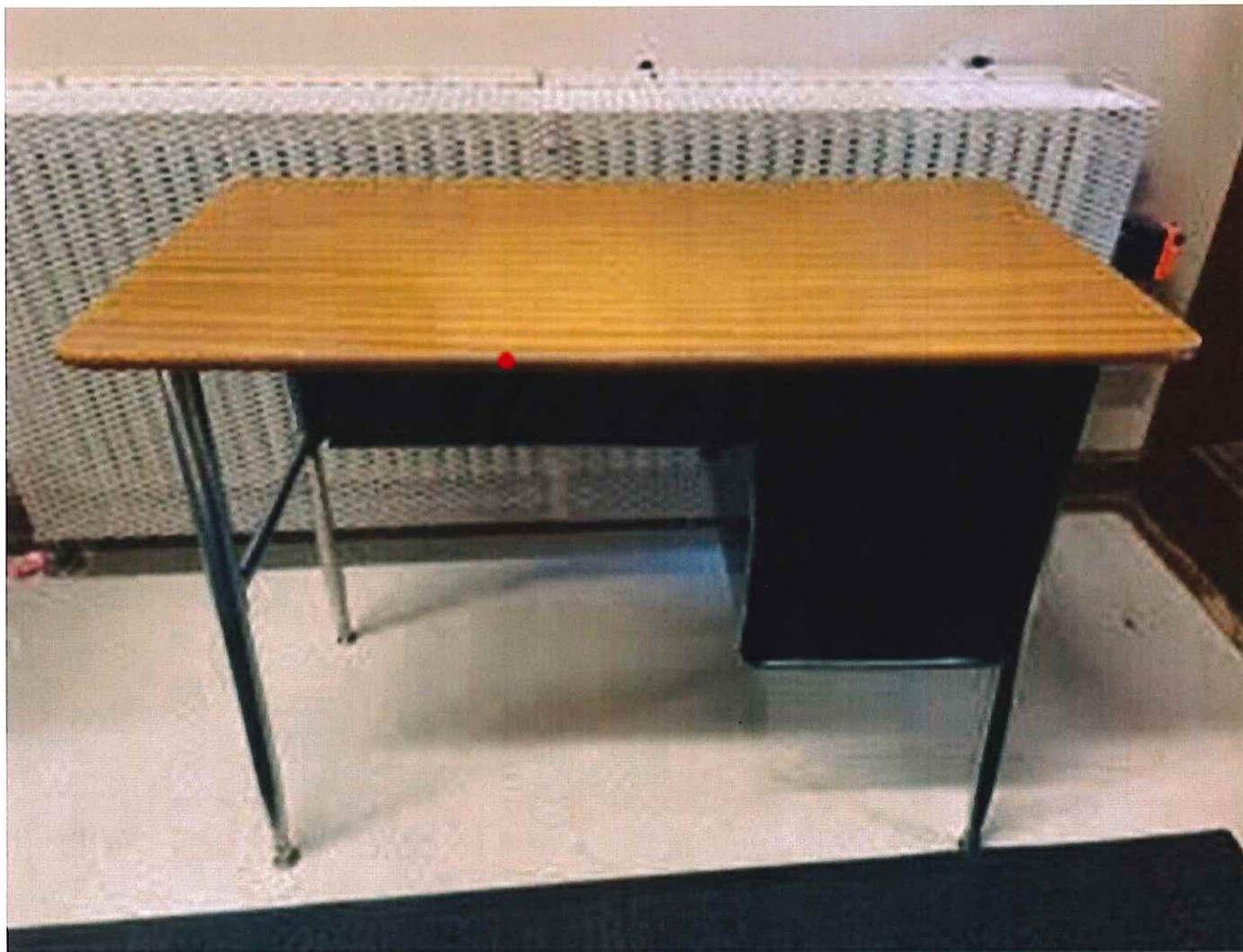
# D



# B

# C

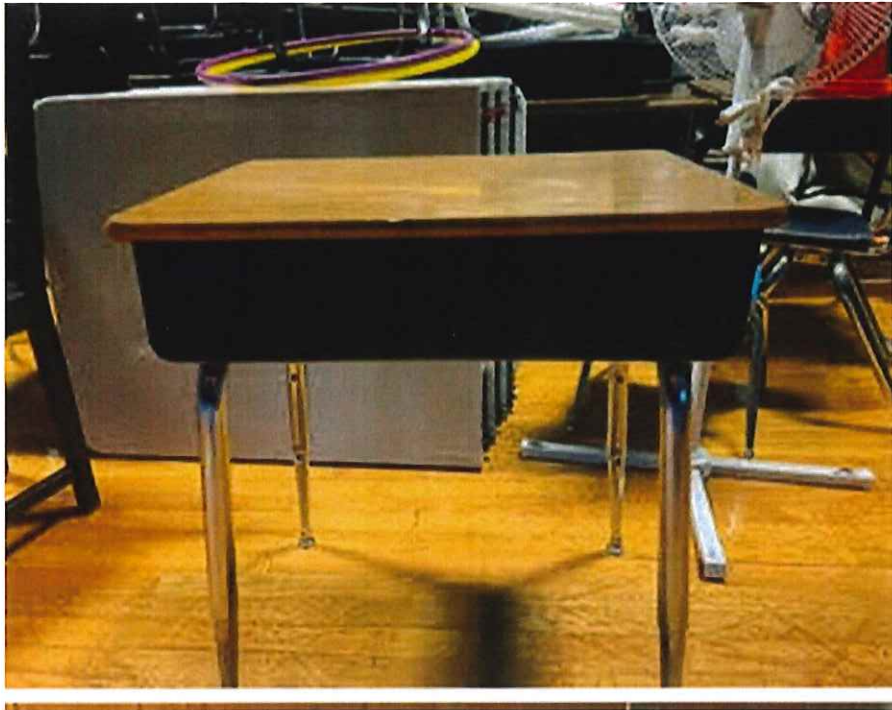




# E

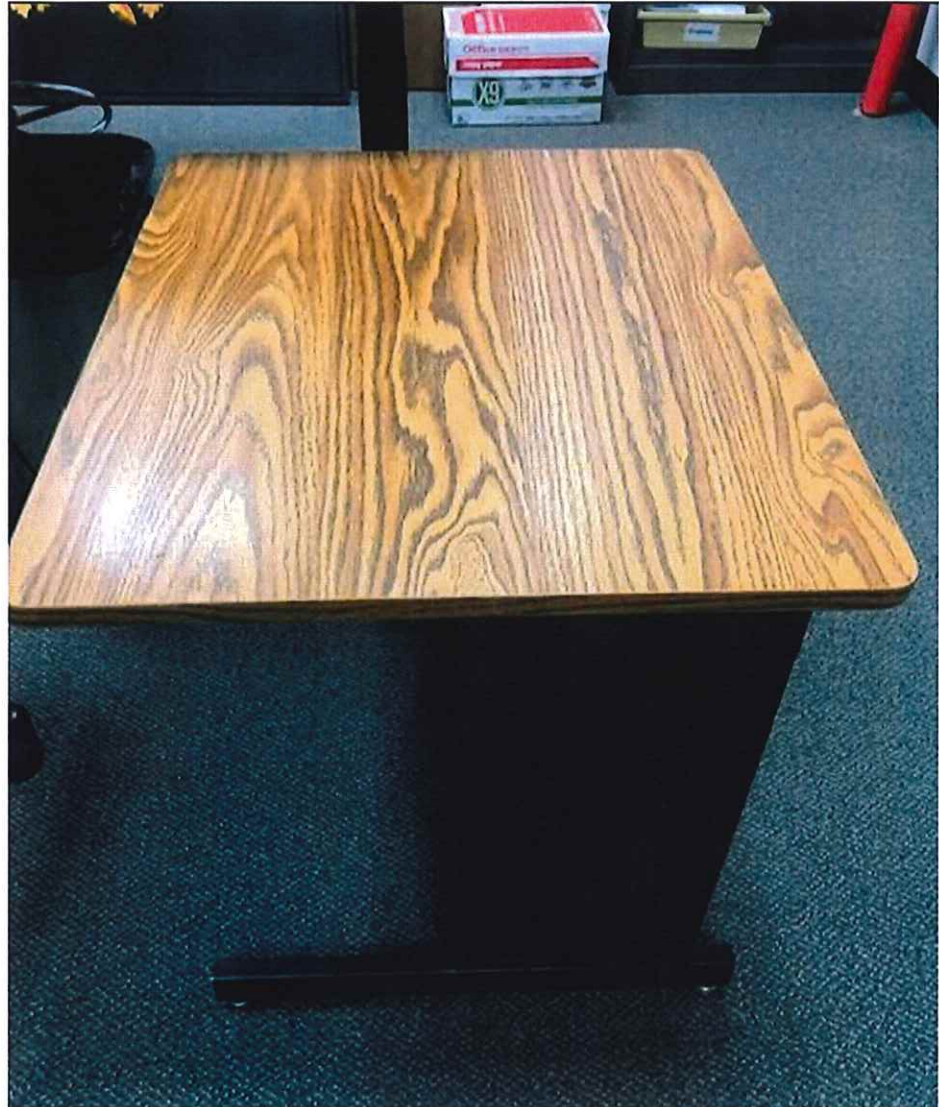


# F



# G





# H



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Student desks	52		23.5x18.5		Fair	
B	3 legal 1 regular 4 drawer File Cabinet	4				↓	
C	Double Desks	6		20x48		↓	
D	Rolling Cart	1		24x48 ish		↓	
E	AlphaSmart Cart w/ Computers	1					
F	Pink Chairs-student	28					
G							
H							

Prepared by: Debbie Date: 10/25/21 Building Supervisor: [Signature]

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





# A





# B





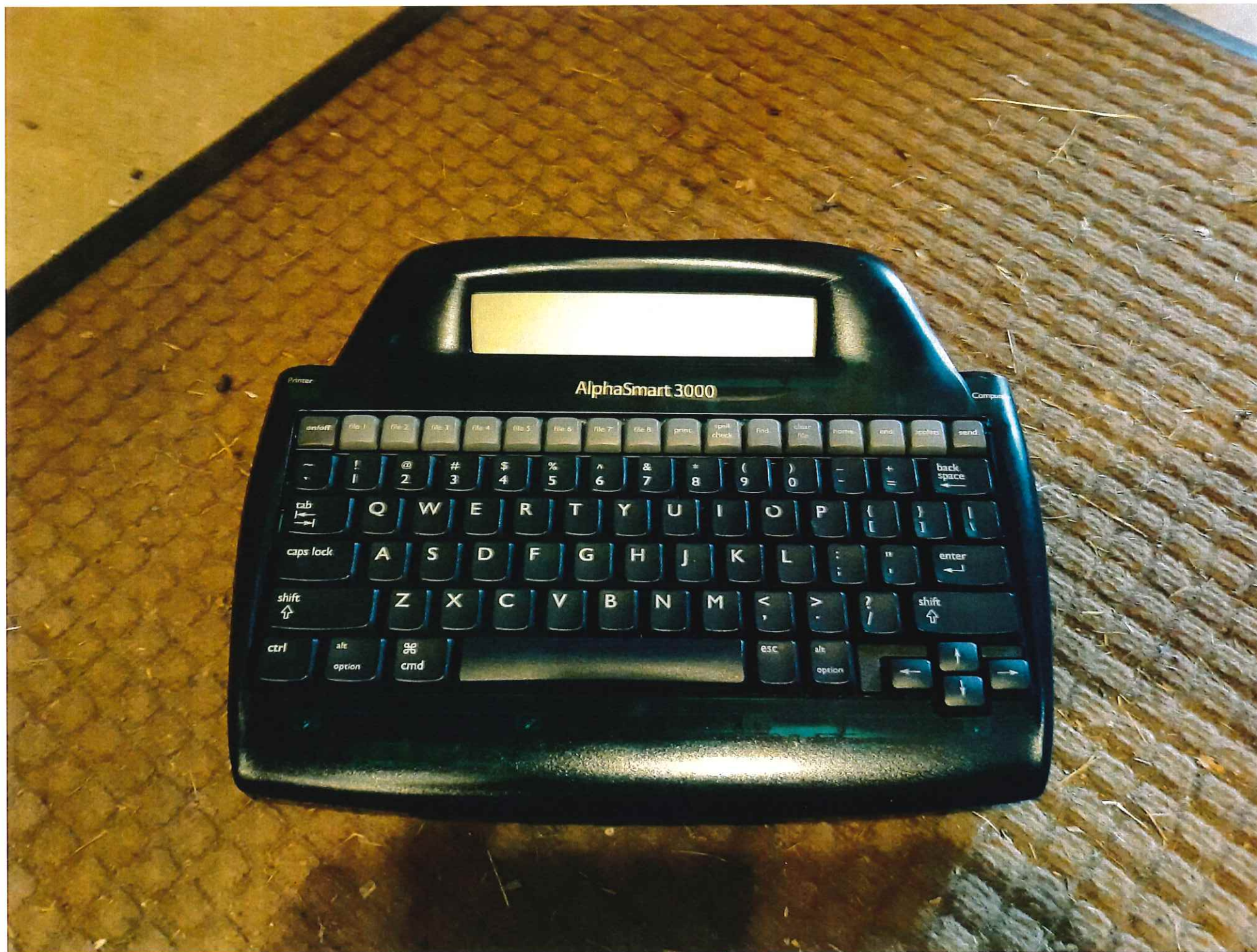
# C





#D





# E





# E



#F






## Surplus Items Request Form (Property Transaction Form)

### Directions:

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- **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	Study Desks	2		8 x 3 x 2 feet		Fair	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Bre Olason Date: 9/8/21 Building Supervisor:  ~~SEP 08 2021~~

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



# A



# 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	The Holt Reader	Holt, Rinehart	2005	6	New	
B	16	Grammar and Composition Book	Glencoe LA	2002	16	New	
C							
D							
E							
F							
G							
H							

Prepared by: Paul Shpak Date: 8/30/21 Building Supervisor: \_\_\_\_\_

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	2	Best Selling Chapters	Jamestown	1983	Middle	Good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Paul Shpak Date: 8/30 Building Supervisor: \_\_\_\_\_

Curriculum Director: Rossman 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	4	MW Collegiate Dictionary	MW	2003/11 <sup>th</sup>	HS	Good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Building Supervisor: \_\_\_\_\_

Curriculum Director: Prosser Date Approved by School Board: \_\_\_\_\_

# Surplus

# Item Form

For office use only

## Mt. Baker School District

For office use only

**Directions:** List items that you have for surplus. List each separate item and attach an item label to the item(s) to be discarded. Keep one copy for your files and send the original sheet to the maintenance/transportation office. Be sure to remove items from your building inventory

**Items will be picked up after school board approval:**

Description of item	# of items	Manufacturer	Approx. size	Value	Condition	For Office Use Only
A <sup>Chairs</sup> old green, blue, yellow	60	-	15"		fair	
B lg TV's	5	RCA	24"		fair	
C rolling carts	12	-	vary		fair	
D x-lg library table	1	+	6' x 6'		good	
E round adjustable table	1	-	4.5' x 4.5'		good	
F rectangle tables	2	-	3' x 6'		good	
G						
H filing cab	10	-	4' x 1' x 3'		good	

Sheet prepared by

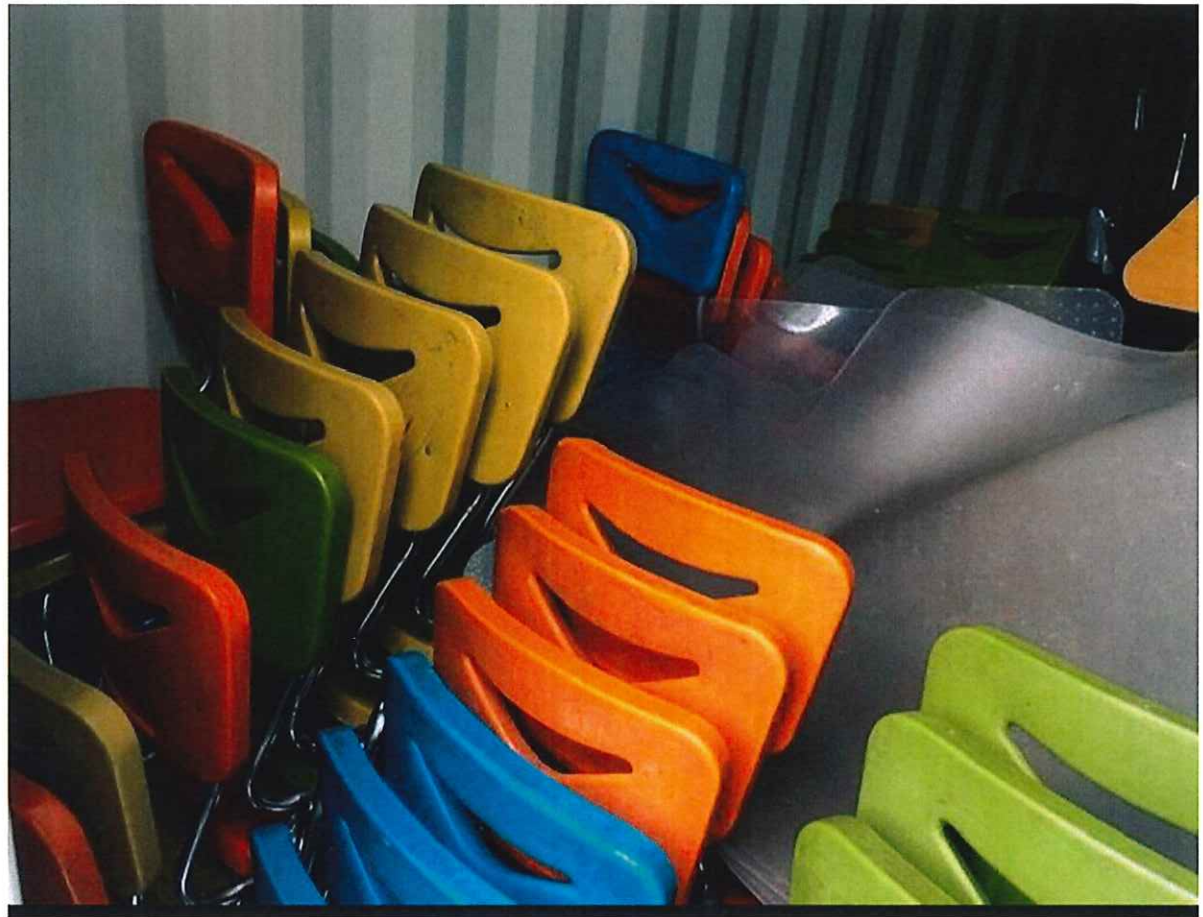
Cindy Stragul

Date 10/15/21

Building Supervisor Signature

Approved at School Board Meeting Date



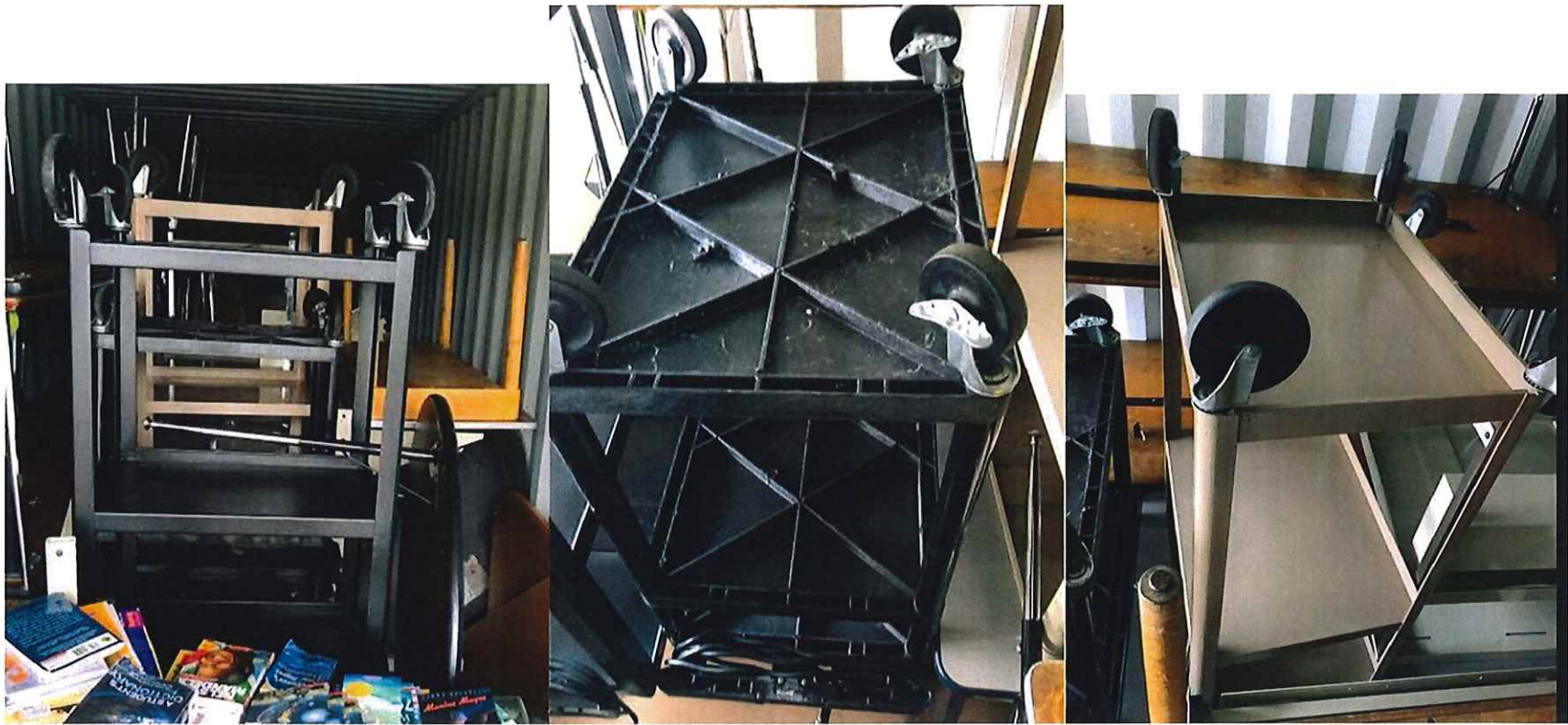


# A



# B





# C



# E





# F

# H







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- 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.**
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- **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	Round Table	1				Fair	
B	Cart	1				Fair	
C	Rectangle Tables	2				Fair	
D	Folding Table	2				Fair	
E	Book Shelves with back ( 2 shelves)	6				Fair	
F	Lot of Games/Puzzles/Blocks	1				Fair	
G							
H							

Prepared by: Tammy Baisden Date: 10/25/21 Building Supervisor: Jon Lee

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



# A





# A

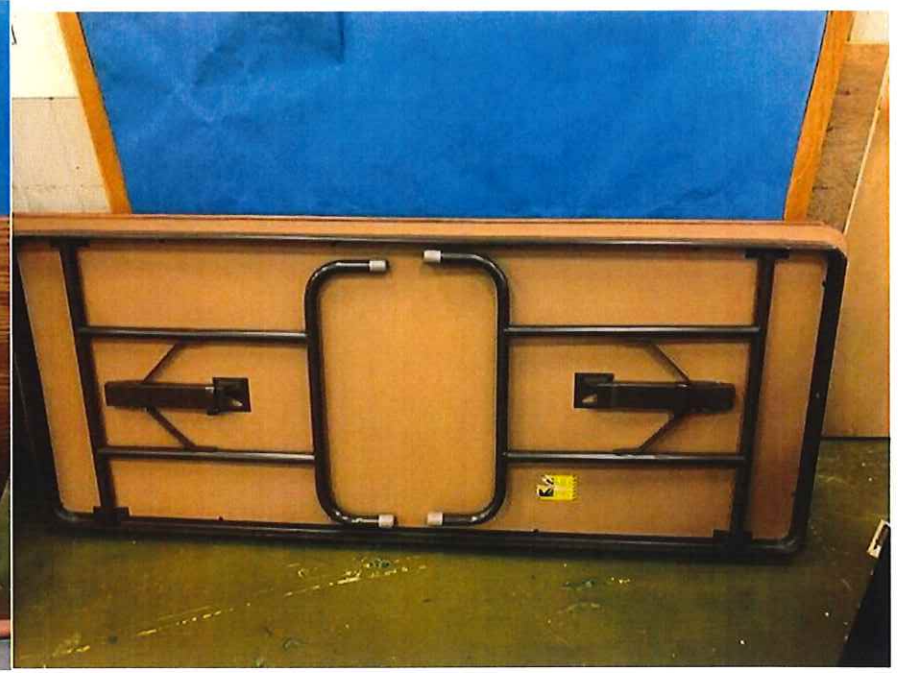


# B



# C





#D



comes  
with 2 shelves

# E





# F



## Obsolete/Destroy Item Request Form (Property Transaction Form)

### Directions:

- List items that are obsolete and/or have no value. 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 District Office.**

	Description of Item	# of Items	Manufacturer	Approx. Size	Value/ Condition	Destroy Date	For Office Use Only
A	Computers	48			0	10-01-21	
B	Monitors	12			0	10-01-21	
C	Chromebooks	11			0	10-01-21	
D							
E							
F							
G							
H							

Prepared by: Mike Neuterman Date: 10-28-21 Building Supervisor: [Signature]

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