



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	Misc. Glassware- - Glasses, plates, sugar & creamer pitchers, etc.	2 + Boxes	N/A	Standard		Good	
B	Misc. Dining ware- Dinner platters, plates, tea/coffee cups & saucers.	6 + Boxes	N/A	Standard		Good	
C							
D							
E							
F							
G							
H							

Prepared by: Debra Brown Date: 3/4/22 Building Supervisor: 

Date Approved by School Board: _____



#A



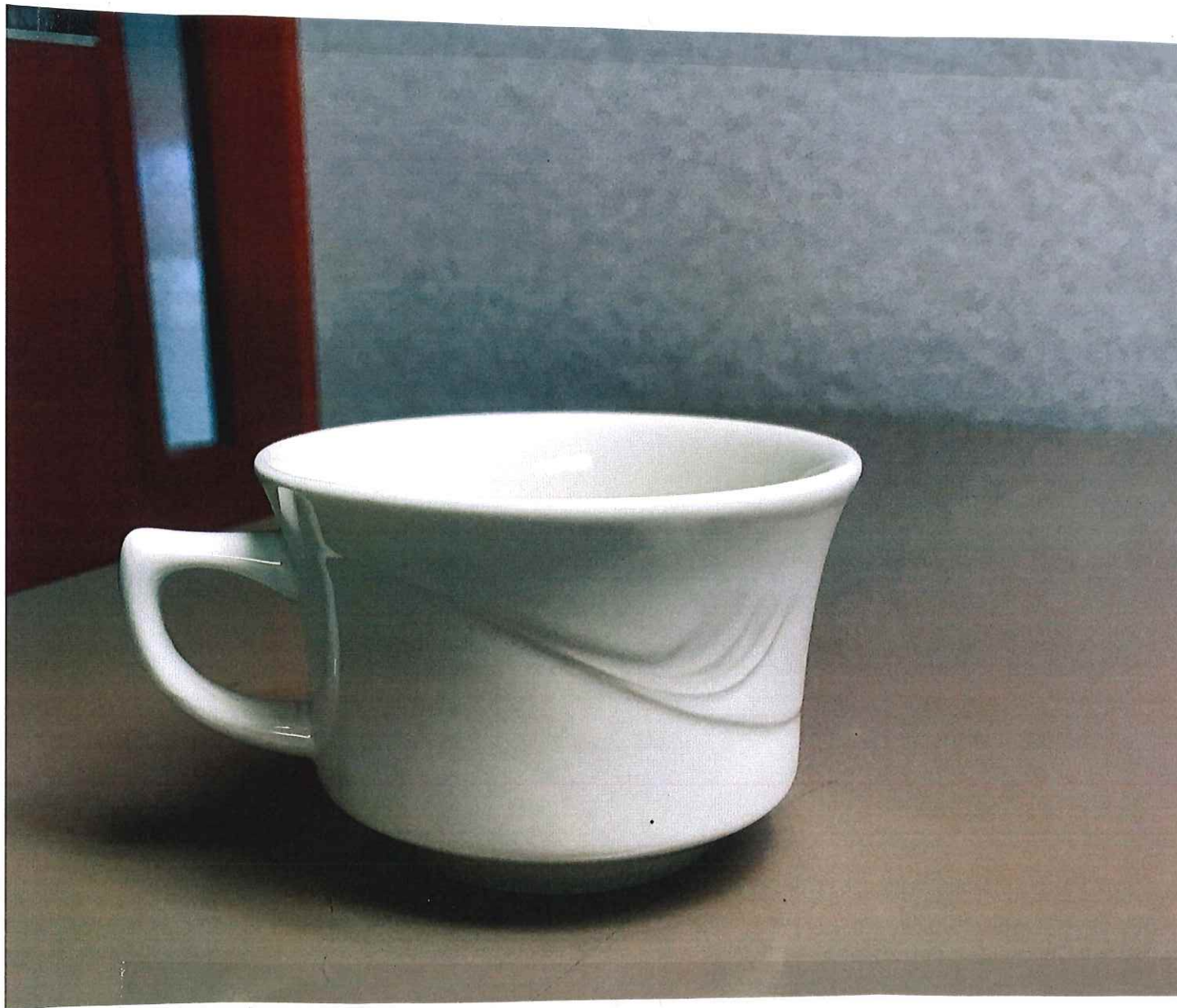


B



B

#B





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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	School Bus # 14 1999 75 passenger	1	Blue Bird	38 ft		poor	
B	School Bus # 42 1997 78 passenger	1	Thomas	38 ft		poor	
C	School Bus # 43 1997 78 passenger	1	Thomas	38 ft		poor	
D	School Bus # 11 2010 30 passenger	1	Thomas	23 ft		poor	
E							
F							
G							
H							

Prepared by: Helen Schlusfeldt Date: 2.24.22 Building Supervisor: [Signature]

Date Approved by School Board: _____

#A



#A



#B



#B



#C





#C



#D

#D

