



Colville School District 115 SURPLUS MATERIALS FORM

Instructions:

1. Complete all fields of Surplus Materials Form
2. Ensure all appropriate approval signatures are obtained
3. Forward completed form and picture(s) of item(s) to surplus@colsd.org

Timeline:

- Your items will be offered to other schools/departments via an all-staff email for 14 days.
- For items not claimed by other CSD locations, said items will be presented for Board approval as surplus items.
- Upon Board approval, your items will be offered to all Washington State School Districts for 30 days.
- For items not claimed by other School Districts, your items will be posted online for public viewing/bidding.
- You will be contacted thereafter by the Maintenance Department with an approximate pickup date/plan.

Date: _____ Requester Name: _____ Phone Number: _____

Building: _____ Specific Location: _____ ☐ I have attached picture(s) as required

SURPLUS MATERIALS REQUEST

Make/Model/Description	Serial/Identification#	Qty.	Type: *each *pallet *box	Condition: *Useable *Broken/Non Repairable *Unusable (Recycle/Destroy) *Sport Gear	Mtnc. Use Only: *Transfer to new location *Surplus *Warehouse/Storage *Recycle/Destroy

Building/Principal Approval

Date

Other Admin Approval*

Date

***Other Admin Approval Required** for items originally purchased using one of the following funding sources (check if applicable):

☐ Dept of Learning ☐ Technology ☐ CTE/Voc ☐ Athletics ☐ Music ☐ Special Ed/Student Services

District Office Use Only:

Superintendent Approval

Date

Business Office Approval

Date

Maintenance/Driver Signature

Pickup Date

Notes

Date Offered to Other Sites: _____ Date Board Approved: _____ Date Offered to WA Schools: _____

Date Offered to Public: _____ Date Sold/Released: _____ ☐ cc Form to Building for Inventory Update
☐ Sale Receipt attached