



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	Air Purifier	1	Medify MA-40 Air		186.99	New in Box	
B	Air Purifier	60	Medify MA-40 Air		186.99	Used/Good	
C							
D							
E							
F							
G							
H							

Prepared by: Angei Bass Date: 12/5/2025 Building Supervisor: _____

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Bike w/ Training Wheels	1	Redlin			Good	
B	Walker w/ Toilet Seat	1				Good	
C	Big Desks	28				Good	
D	Kinder size chairs	13				Fair	
E	Quasar Starmop	1		3 Ft		Good	
F	Quasar Starmop	3		2 Ft		Good	
G	Paper Towel Dispenser	11				New	
H	Tetherball Poles Cemented in tires	2				Fair	

Prepared by: Dottie Stephens Date: 11/25/25 Building Supervisor: [Signature]

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Legal Size non-locking File Cabinet	2		4 drawer		Fair	
B	File Cabinet	1		3 drawer		Fair	
C	Heavy Long Table Folding Legs	2		96x30		Old	
D	Small Rolling Book Cart	1		25x8x28		Good	
E	Desks	28		18x34		Good/Fair	
F	Battery Operated Sanitizing Stand	2	Purell			Good	
G	Dry Map Frame	2		48x2		Good Fair	
H	Movie Screen	1		5 or 6 ft		Good	

Prepared by: Dellie Stephens Date: 11/25/25 Building Supervisor: [Signature]

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Paper Towel Dispenser	11	Pacific Blue			New	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Debra Stephens Date: 11/25/25 Building Supervisor: [Signature]

Date Approved by School Board: _____



Surplus Items Request Form (Property Transaction Form)

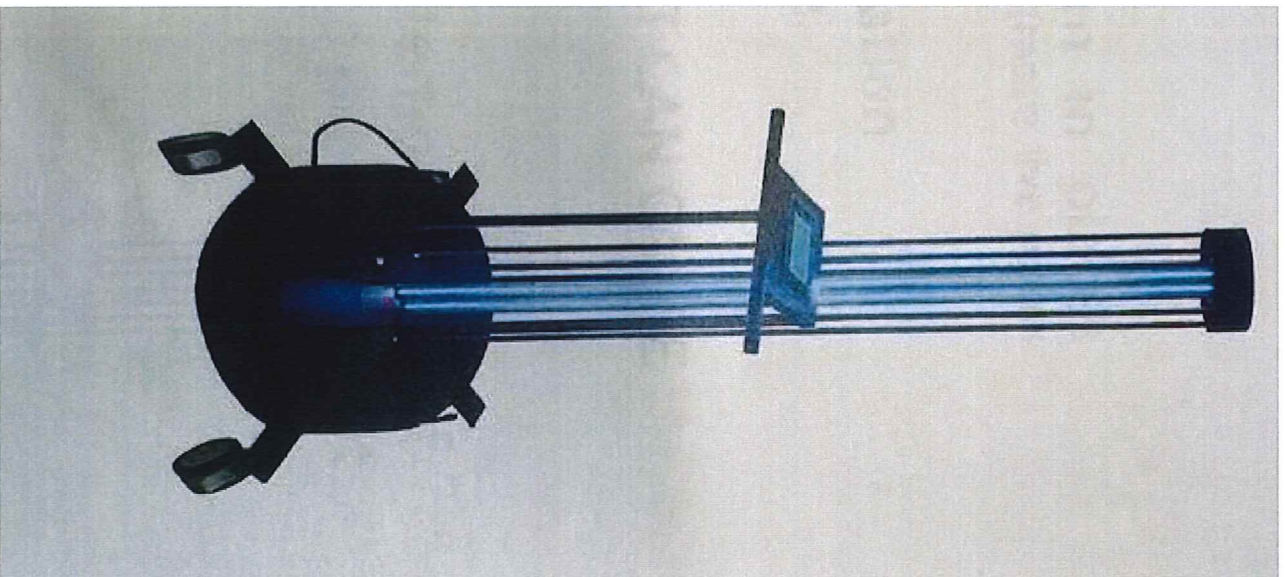
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	UV-650 Specialized high power Ultraviolet Lamp	1	Philips of the Netherlands	5'	?	good	
B	Electrostatic Sprayer VP200ESK	2	Victory	16-18"	?	good	
C							
D							
E							
F							
G							
H							

Prepared by: Michelle Anderson Date: 11/20/25 Building Supervisor: [Signature]

Date Approved by School Board: _____



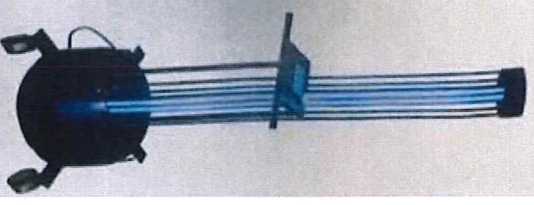
UV-650

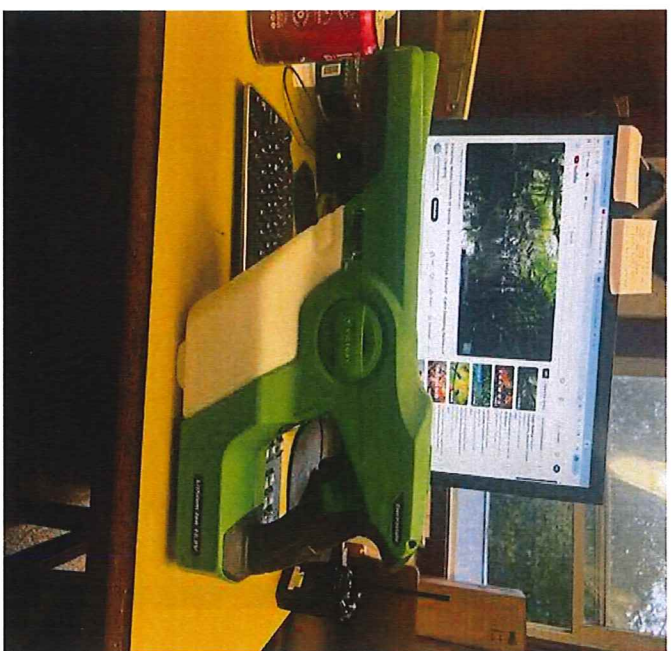
Specialized high-power ultraviolet lamp produced by Philips of the Netherlands as a germicidal light source, that has the reputation of long life and stability.

An extremely simple control panel, backed by a microcomputer with simplified time controls for disinfection,



The bottom base is designed for stability and easy mobility from room to room.





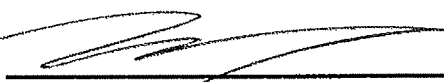


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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Grey Baker VB Jersey # 1-8	8	ASICS	S-XL	\$0	Used	
B	" " # 11, 12, 15	3	ASICS	XL	\$0	Used	
C							
D							
E							
F							
G							
H							

Prepared by: Jen Galbraith Date: 11/20/25 Building Supervisor: 

Date Approved by School Board: _____



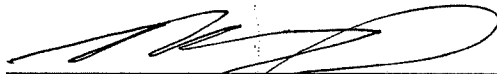
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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Follow spot light	2	Altman	4x1x1	??	Item is not working. At least 25 years old, discontinued.	
B	Microphone Stand	2	??	4feet x 4	\$15	Broken	
C	Coms interface box	3	Communications Company Inc	3x4x1.5 inches	??	No longer work	
D	Audio Technica receivers/belt packs ATW 310	5	Audio Technica	12"x6"x2	Replacement \$1000 each	Out of compliance with FCC regulations	
E	Audio Technica wireless receiver/hand held mic	2	Audio Technica	12"x6"x2	Replacement \$600 each	Out of compliance with FCC regulations	
F	Audio Technica Wireless Receiver/belt pack ATW-R1100	3	Audio Technica	8"x6"x2"	Replacement \$500 each	Out of compliance with FCC regulations	

G	Shure Wireless Receiver	3	Shure	8"x6"x2"	No longer manufactured	Out of compliance with FCC regulations	
H	Wireless receiver and belt packs	2	Toa	5"x4"x2"	??	Very old, very broken	

Prepared by: Linda Moore Date: 11/1/25 Building Supervisor: 

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Food Warmer	1	Crescor	3'x5'	500.00	fair	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Shannon Richardson Date: 11/7/25 Building Supervisor: Shannon Richardson

Date Approved by School Board: _____







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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	2004 Thomas School Bus # 38 310,000 miles			78 passenger		poor	
B	2007 Thomas School Bus # 3 336,000 miles			78 Passenger		Fair	
C	2013 Chevy Express Bus # 5 220,000 miles		Thomas	26 passenger		poor	
D							
E							
F							
G							
H							

Prepared by: Suzanne Woodin Date: 9-11-25 Building Supervisor: _____

Date Approved by School Board: _____

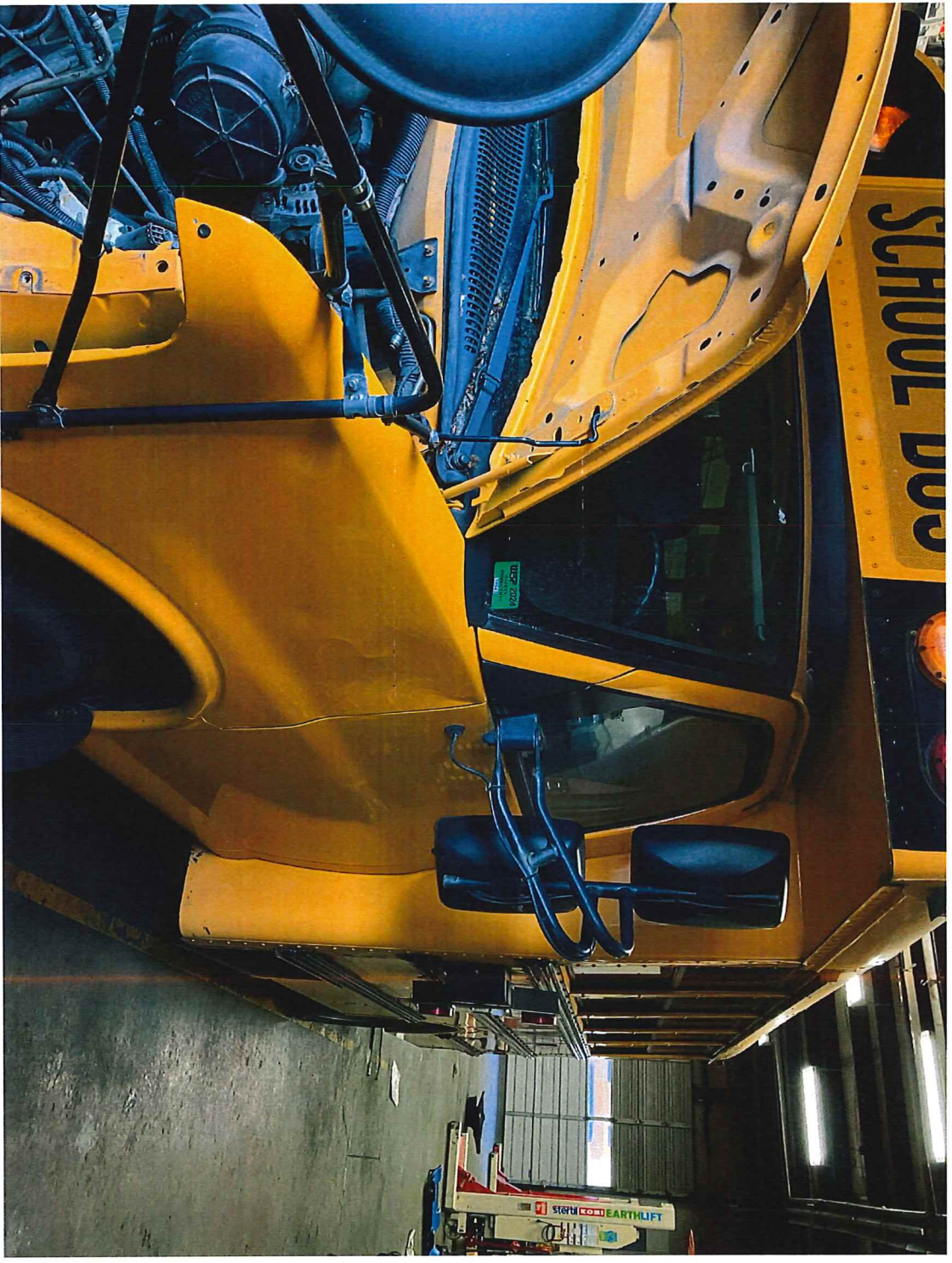


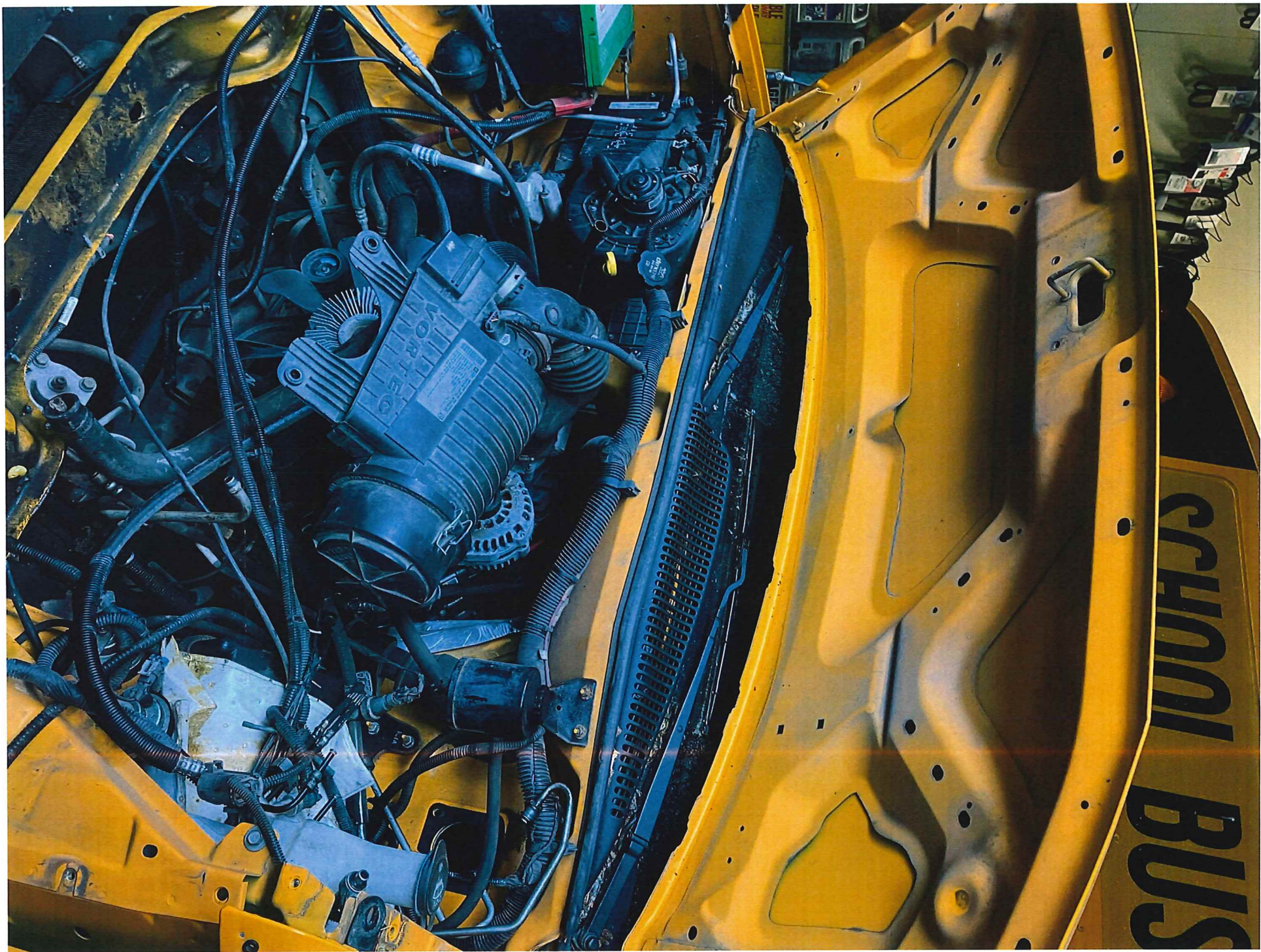




















Obsolete/Destroy Item Request Form (Property Transaction Form)

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	OFFICE JOGGER/PAPER JOGGER	1	LECTROJOG		\$0/DOES NOT WORK	10/8/2025	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Mickie Perez Date: 10/6/25 Building Supervisor: 

Date Approved by School Board: _____