



La Conner School District

Surplus of Furniture or Equipment Request for Surplus

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send the original to Jessie Eisen in the Business office who will begin the surplus process. Retain a copy for your records. Please note that this process can take 1-2 months depending on timing of school board meetings.

Bar Code Tag # <small>If none, please indicate so</small>	Description of Item	Maker	Model	Serial # <small>(If applicable)</small>	Condition of Item	Quantity	Move from <small>(Rm #/Area)</small>	Move to	Sellable or Trash?
<i>SAMPLE no bar code</i>	<i>Printer</i>	<i>Apple</i>	<i>Desk Jet</i>	<i>None</i>	<i>broken</i>	<i>5 each</i>	<i>Main Office</i>	<i>Surplus</i>	<i>Trash</i>

Printed Name of Staff

Staff Signature _____

Signature of Supervisor
Requesting Transfer _____

Site _____

Date _____

No furniture or equipment can be suplused without this completed and signed form.

Business Office Use Only

Board Resolution
 Ad in Papers
 Ready for surplus sale/disposal