



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	Black office/desk chair	1		Adult	\$20	OK	
B	Tan Swivel Office Chair	4		Adult	\$5 each	Poor	
C	Black Swivel Office Chair	1		Adult	\$5	Poor	
D	Wood Chairs (Multi Color)	4		Adult	\$5 each	Good	
E	Green Chalk Boards	2		8 ft.	\$50	Good	
F	White Board/ Shelf	1		4 Ft.	\$30	Good	
G	Metal & Wood Desk	2		Avg.	\$30	Poor	
H	Projector Screen	1	BretFord		\$40	OK	

Prepared by: Erica Rasmussen Date: 6/27/23 Building Supervisor: Erica Rasmussen

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Student Desks, Metal & Wood	62		Avg.		Varies (Poor-Good)	
B	Bucket/ Basket Game for Playground	1		Avg.		Good	
C	Metal File Cabinet (4 Drawer)	1		4 Drawer	\$20	Gbod	
D	Wood Chairs (Multi Color)	4		Adult	\$5 each	Good	
E	Plastic Chairs (15 Blue, 1 yellow)	16		Med. Student		Good	
F	Metal Desk	2				OK	
G							
H							

Prepared by: Erica Rasmussen Date: 6/27/23 Building Supervisor: Edwin Rasmussen

Date Approved by School Board: _____



E



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Portable mini disc recorder and additional mini discs	1	Sony	small back pack size	150.00	good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Kristi Ehlers Date: 1/23/23 Building Supervisor: Ian Linterman

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Backpack with textbooks, flashcards, DVD and support learning materials for an Anti-Violence Program	1	Affirmations Int'l Publishing	back pack size	\$50.00	good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Kristi Ehlers Date: 1/23/23 Building Supervisor: Jan Winterman

Date Approved by School Board: _____



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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Electronic Scoreboard in gym	1	?	6' x 7'	0	Not functioning	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Todd Mathews Date: 6/21/20 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	Metal Safe	1	melink steel	H-36 1/2 W-21 1/2	unknown	Fair	
B	4-drawer Filing Cabinets	2	① Hon 4-drawer ② Wesco 4-drawer	H-52 W-28 1/2	unknown	POOR	
C							
D							
E							
F							
G							
H							

Prepared by: Colleen Seutz Date: 4/20/23 Building Supervisor: [Signature]

Date Approved by School Board: _____

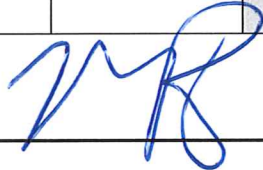


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	Description of Item	# of Items	Manufacturer	Approx. Size	Value	Condition	For Office Use Only
A	Projector Screen	1	Draper V Screen	4ft		Good	
B	4 Drawer File Cabinet	2	Misc	Letter		good	
C	4 Drawer File Cabinet	1		Legal		good	
D	Sm Black Book Case	1		2 shelf		good	
E	under desk 3 drawer (No top)	1				good	
F							
G							
H							

Prepared by: Tammy Baisden Date: 9/25/23 Building Supervisor: 

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	4 Drawer Fire Proof File Cabinet	1	Fire King	4 Drawer		Lock Broken	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Cheri Reynolds Date: 9/8/23 Building Supervisor: 

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	Electric Stove	1	Whirlpool	3' x 3'	500-	Fair	
B	Electric Stove	1	Whirlpool	3' x 3'	700-	Good	
C	Electric Stove	1	Whirlpool	3' x 3'	700-	Good	
D	Whirlpool AED	1	Whirlpool	3 x 3	700-	Good	
E	Microwave	4	Whirlpool	3' x 2'	200-	Okay	
F							
G							
H							

Prepared by:

Paula Graham

Date:

8/15/23

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	KN-9501 masks (adult)	18 cases (500 per case)	3M	-	-	New	
B	KN-9501 masks (adult)	4 packs (50 per pack)	3M	-	-	New	
C	Blue disposable masks (child)	1 case (1000 per case)	Tuff Guard	-	-	New	
D	N-95 Particulate Respirator masks, head loops (adult)	3.5 cases (20 boxes per case, 20 per box)	Niosh	-	-	New	
E	N-95Respirator masks (adult)	1 case (48 boxes, 20 per box)	BYD Care	-	-	New	
F	KN-95 Respirator masks (adult)	4 boxes (50 per box)	Generic	-	-	New	

G	Black disposable masks (child)	25 bags (100 per bag)	Wanwane	-	-	New	
H	Cloth face masks (child)	7 packs (2 per pack)	NFL	-	-	New	

Prepared by: Kristi Bakland Date: 7/24/23 Building Supervisor: 

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	Multiple	Journeys CC 2014 see attached for the components	Houghton Mifflin	2014	K-6	Fair to good	
B							
C							
D							
E							
F							
G							
H							

Prepared by: Gwen Garrett Date: 3/24/23 Building Supervisor: _____

Curriculum Director: [Signature] Date Approved by School Board: _____

KINDERGARTEN- Surplus

- 14 Teachers Edition Volumes 1 - 6
- 145 Student Edition Vol 1 and Vol 2
- 175 Readers Notebook Vol 1 and Notebook Vol 2

8 Complete Kindergarten sets as noted below

JOURNEYS Teacher Materials

- | | |
|--|--|
| <input type="checkbox"/> Literacy and Language Guide | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Grab-and-Go Complete Set |
| <input type="checkbox"/> My Journey Home Family Connection | |

Big Books included in Unit Boxes

- | | |
|--|--|
| <input type="checkbox"/> Big Book: A Journey From A to Z | <input type="checkbox"/> Big Book Set |
| <input type="checkbox"/> Big Book: A Journey In Songs and Rhymes | <input type="checkbox"/> Little Big Book Set |
| <input type="checkbox"/> Read Aloud Set | |

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary Reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Below Strand Set |

Resources

- ☐ Focus Wall Posters
 - ☐ Long Vowel Sound Spelling Cards
 - ☐ Instructional Cards Kit
 - ☐ Lesson Snapshots
 - ☐ Sound Spelling/Alpha Friends Card Set
- Literacy Center Flip Chart Set: ☐ Comprehension and Fluency ☐ Think and Write ☐ Word Study

Assessments

- ☐ Teachers Edition Benchmark/Unit Test
- ☐ Emerging Literacy Test
- ☐ Progress Monitoring Assessment
- ☐ ELA Exemplar Instructional/Performance Assessment Resource

Grade ONE - Surplus

- 13 Teacher Editions Volumes 1-6
- 219 Student Textbooks Vol1-6
- 219 Student Notebook Collection Set
- 219 Trade Book Unit 2 - From Seed to Pumpkin
- 219 Trade Book Unit 4 - Amazing Whales
- 3 Journeys Reading Tool Kits for Grades 1-3

10 Complete Grade 1 Sets as noted below

Journey's Teacher Materials

- ☐ Literacy and Language Guide
- ☐ Teacher One-Stop Planner DVD with Exam View
- ☐ Teachers Guide Writing Handbook
- ☐ Readers Notebook (student copy)

- ☐ Grab-and-Go Complete Set
- ☐ Family Connection My Journey Home
- ☐ Writing Handbook (1 student copy)
- ☐ Decodable Readers BL Masters Unit 1

Journeys Student Materials

- ☐ Write-In Readers for Intervention Vol.1

- ☐ Write-In Readers for Intervention Vol.2

Journeys Readers

Leveled Readers

- ☐ Above Level Strand Set
- ☐ On Level Strand Set
- ☐ Below Strand Set
- ☐ Vocabulary Reader Strand Set

Big Books

- ☐ Big Bk 1: Back to School Jacks Talent
- ☐ Big Bk 2: Back to School Back to School Big Book

Big Book Set:

- ☐ A Cake All For Me
- ☐ Beetle Bop
- ☐ Chucks Truck
- ☐ Huge Hog is a Big Pig
- ☐ Karate Hour
- ☐ My Colors, My World
- ☐ The Secret
- ☐ Up, Down and Around
- ☐ Vulture View

Decodable Readers

- ☐ Decodable Readers Set 6

Journeys Resources

- Literacy Center Flip Chart Set: ☐ Comprehension and Fluency
- Instructional Cards Kit: ☐ High Frequency Word Cards
- ☐ Vocabulary in Context Cards
- ☐ Focus Wall Posters
- ☐ Sound Spelling Cards

- ☐ Think and Write ☐ Word Study
- ☐ Retelling Cards ☐ Punctuation Cards
- ☐ Letter, Word, Picture Cards

Journeys Assessments

- ☐ Teachers Edition Benchmark/Unit Test ☐ Consumable Benchmark/Unit Tests ☐ Diagnostic Assessment ☐ Cold Reads
- ☐ ELA Exemplar Instructional/Performance Assessment Resource ☐ Emerging Literacy Test ☐ Progress Monitoring Assessment

Grade TWO – Surplus

- 13 Teacher Editions Vol 1-6
- 219 Student Ed Vol 1 and Vol 2
- 219 Popleton in Winter
- 219 Where Do Polar Bears live?
- 219 Exploring Space Travel

10 Complete Gr 2 Sets as noted below

JOURNEYS Teacher Materials

- | | |
|--|---|
| <input type="checkbox"/> Literacy and Language Guide | |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Decodable Readers BL Masters | |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> Grab-and-Go Complete Set | <input type="checkbox"/> Family Connection, My Journey Home |

Student Materials:

- | | |
|---|--|
| <input type="checkbox"/> Readers Notebook | <input type="checkbox"/> Write-In Reader |
|---|--|

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Decodable Readers Set 6 |
| <input type="checkbox"/> Below Strand Set | |

Resources

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Sound Spelling Cards | | | |
| <input type="checkbox"/> Focus Wall Posters | | | |
| Instructional Cards Kit: | <input type="checkbox"/> High Frequency Word Cards | <input type="checkbox"/> Retelling Cars | <input type="checkbox"/> Punctuation Cards |
| | <input type="checkbox"/> Vocabulary in Context Cards | <input type="checkbox"/> Letter, Word, Picture Cards | |
| Literacy Center Flip Chart Set: | <input type="checkbox"/> Comprehension and Fluency | <input type="checkbox"/> Think and Write | <input type="checkbox"/> Word Study |

Assessments

- | | |
|---|---|
| <input type="checkbox"/> Teachers Edition Benchmark/Unit Test | <input type="checkbox"/> Comprehensive Screening Assessment |
| <input type="checkbox"/> Diagnostic Assessment | <input type="checkbox"/> Cold Reads |
| <input type="checkbox"/> Progress Monitoring Assessment | <input type="checkbox"/> ELA Exemplar Instructional/Performance Assessment Resource |

Grade THREE – Surplus

- 8 Teachers Editions Volumes 1-6
- 175 Student Edition Volume 1 and 2
- 175 Readers Notebook Collection
- 175 Reading Adventures
- 175 Jake Drake
- 175 Amos Boris
- 175 Boy, Were We Wrong About Dinosaurs
- 120 Donovan's Word Jar
- 120 Capoeira

8 Complete Gr 3 Sets as noted below

JOURNEYS Teacher Materials

- | | |
|--|---|
| <input type="checkbox"/> Literacy and Language Guide | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | |
| <input type="checkbox"/> Decodable Readers BL Masters | |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> Grab-and-Go Complete Set | <input type="checkbox"/> Family Connection, My Journey Home |

Student Materials:

- ☐ Write-In Readers

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary Reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Below Strand Set |

Resources

- ☐ Sound Spelling Cards
- ☐ Focus Wall Posters
- Instructional Cards Kit: ☐ Vocabulary in Context Cards ☐ Letter, Word, Picture Cards ☐ Retelling Cards
- Literacy Center Flip Chart Set: ☐ Comprehension and Fluency ☐ Think and Write ☐ Word Study
- ☐ Curious About Words Kit

Assessments

- | | |
|---|---|
| <input type="checkbox"/> Teachers Edition Benchmark/Unit Test | <input type="checkbox"/> Consumable Benchmark/Unit Tests |
| <input type="checkbox"/> Comprehensive Screening Assessment | <input type="checkbox"/> Cold Reads <input type="checkbox"/> Exemplar Instructional/Performance Assessment Resource |
| <input type="checkbox"/> Progress Monitoring Assessment | <input type="checkbox"/> Diagnostic Assessment |

Grade FOUR – Surplus

- 13 Teachers Edition Volumes 1 - 6
- 219 Student Edition
- 219 Reading Adventures
- 219 Phineas L MacGuire
- 219 Discovering Mars: Amazing Story of the Red Planet
- 219 Horses
- 90 Justin and the Best Biscuits in the World
- 90 Sea Turtles

10 Complete Gr 4 Sets as noted below

JOURNEYS Teacher Materials

- | | |
|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> Literacy and Language Guide |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Decodable Readers BL Masters | |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> My Journey Home Family Connection | <input type="checkbox"/> Grab-and-Go Complete Set |

Student Materials:

- | | |
|--|---|
| <input type="checkbox"/> Readers Notebooks | <input type="checkbox"/> Write-In Readers |
|--|---|

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary Reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Below Strand Set |

Resources

- | | |
|--|---|
| <input type="checkbox"/> Sound Spelling Cards | |
| <input type="checkbox"/> Focus Wall Posters | |
| Instructional Cards Kit: <input type="checkbox"/> Vocabulary in Context Cards | <input type="checkbox"/> Language Support Cards |
| Literacy Center Flip Chart Set: <input type="checkbox"/> Comprehension and Fluency | <input type="checkbox"/> Think and Write |
| | <input type="checkbox"/> Word Study |

Assessments

- | | |
|---|--|
| <input type="checkbox"/> Teachers Edition Benchmark/Unit Test | <input type="checkbox"/> Consumable Benchmark/Unit Tests |
| <input type="checkbox"/> Comprehensive Screening Assessment | <input type="checkbox"/> Cold Reads |
| <input type="checkbox"/> Diagnostic Assessment | <input type="checkbox"/> Progress Monitoring Assessment |
| <input type="checkbox"/> ELA Exemplar Instructional/Performance Assessment Resource | |

Grade FIVE – Surplus

- 11 Teacher Editions volumes 1-6
- 175 Student Editions
- 175 Reading Adventures
- 175 Frindle
- 175 About Time: A First Look at Time and Clocks
- 175 Hound Dog True
- 90 Skunk Scout
- 90 Mysteries of the Mummy Kids

8 Complete Gr 5 Kits as noted below

JOURNEYS Teacher Materials

- | | |
|--|--|
| <input type="checkbox"/> Literacy and Language Guide | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Grab-and-Go Complete Set |
| <input type="checkbox"/> My Journey Home Family Connection | |

Student Materials:

- | | |
|---|--|
| <input type="checkbox"/> Readers Notebook | <input type="checkbox"/> Write-In Reader |
|---|--|

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary Reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Below Strand Set |

Resources

- | | | | |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> Focus Wall Posters | | | |
| Instructional Cards Kit: <input type="checkbox"/> Vocabulary in Context Cards | <input type="checkbox"/> Language Support Cards | | |
| Literacy Center Flip Chart Set: <input type="checkbox"/> Comprehension and Fluency | <input type="checkbox"/> Think and Write | <input type="checkbox"/> Word Study | |

Assessments

- | | |
|---|--|
| <input type="checkbox"/> Teachers Edition Benchmark/Unit Test | <input type="checkbox"/> Consumable Benchmark/Unit Tests |
| <input type="checkbox"/> Comprehensive Screening Assessment | <input type="checkbox"/> Cold Reads |
| <input type="checkbox"/> Diagnostic Assessment | <input type="checkbox"/> Progress Monitoring Assessment |
| <input type="checkbox"/> ELA Exemplar Instructional/Performance Assessment Resource | |

Grade SIX – Surplus

- 7 Teachers Edition Volumes 1-6
- 150 Student Editions
- 150 Readers Notebook
- 150 Write-in Readers
- 150 Freedom Walkers
- 150 Brian's Winter
- 150 A Wrinkle in Time
- 150 Esperanza Rising
- 150 Tracking Trash
- 150 Reading Adventures

7 Complete Gr 6 sets as noted below

JOURNEYS Teacher Materials

- | | |
|--|--|
| <input type="checkbox"/> Literacy and Language Guide | |
| <input type="checkbox"/> Teacher One-Stop Planner DVD with Exam View | <input type="checkbox"/> Write-Smart CD |
| <input type="checkbox"/> Teachers Guide Writing Handbook | <input type="checkbox"/> Writing Handbook (student copy) |
| <input type="checkbox"/> My Journey Home Family Connection | <input type="checkbox"/> Grab-and-Go Complete Set |

Readers

- | | |
|---|---|
| <input type="checkbox"/> Above Level Strand Set | <input type="checkbox"/> Vocabulary Reader Strand Set |
| <input type="checkbox"/> On Level Strand Set | <input type="checkbox"/> Below Strand Set |

Resources

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Focus Wall Posters | | |
| Instructional Cards Kit: <input type="checkbox"/> Vocabulary in Context Cards | <input type="checkbox"/> Language Support Cards | |
| Literacy Center Flip Chart Set: <input type="checkbox"/> Comprehension and Fluency | <input type="checkbox"/> Think and Write | <input type="checkbox"/> Word Study |

Assessments

- | | |
|---|--|
| <input type="checkbox"/> Teachers Edition Benchmark/Unit Test | <input type="checkbox"/> Consumable Benchmark/Unit Tests |
| <input type="checkbox"/> Comprehensive Screening Assessment | <input type="checkbox"/> Cold Reads |
| <input type="checkbox"/> Diagnostic Assessment | <input type="checkbox"/> Progress Monitoring Assessment |
| <input type="checkbox"/> ELA Exemplar Instructional/Performance Assessment Resource | |