



## 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 chairs of different sizes	30-50					
B	misc tables of different sizes	20					
C	smart white board					poor	
D	tv	1					
E	VCR/DVD player	1					
F	filecabinets 2 and 4 drawer	5					
G	teacher desks	5					
H	chair desk combo	5					

Prepared by: Tammy Baisden Date: 11/8/23 Building Supervisor: \_\_\_\_\_

Date Approved by School Board: \_\_\_\_\_











































