

# SURPLUS EQUIPMENT FORM – REVISED JULY 2025

[illegible]

- 1) I CERTIFY THAT THE ABOVE ITEM (S) ARE SURPLUS AND ARE NO LONGER REQUIRED FOR SCHOOL USE.**

**SUBMITTED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **DEPT.** \_\_\_\_\_  
**SUPERVISOR/VICE PRINCIPAL**

- 2) APPROVALS:**

<b>J. SABBATH, SUPERINTENDENT</b>	<b>DATE</b>	<b>C. KAHWATY, BUSINESS ADMINISTRATOR/BOARD SECRETARY</b>	<b>DATE</b>
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- 3) AFTER APPROVALS, FORWARD TO S. BELMONT- COORDINATOR OF PURCHASING & BIDDING.**

**BOARD APPROVAL DATE** \_\_\_\_\_ *(ATTACH RESOLUTION FROM BOARD MEETING AGENDA)*

- #### 4) SURPLUS STATUS RECORDED INTO FIXED ASSETS

**DATE** **M. STAS, SUPERVISOR OF MAINTENANCE**

\*\* CONDITION = GOOD, FAIR, POOR