



MEMO

To: Mr. Wade Smith, Superintendent

From: Ted Cohan, Executive Director of Business Services

Date: May 9, 2017

Re: Surplus Equipment & Materials

Dan Johnson provided the attached list of items that were received from the buildings throughout the year. Most of the items are in very poor condition and are no longer usable within the school district.

The process of declaring surplus property involves asking the School Board to declare the property as surplus, and then place a legal advertisement in the local newspaper indicating that the school district has surplus property. Per Washington State Law, we also send letters to all educational agencies in the area, advising them of the items available. This allows them first chance at procuring the surplus items at fair market value. If, after 45 days, there are no inquiries, then the school district will hold a surplus sale.

At the May 16, 2017 Board Meeting, I would like to ask the Board to declare these items surplus.

Date of the surplus sale will not take place prior to July 24, 2017, and will be determined at a later date.

If you have any questions about surplus property, please contact me.

Attachment

Cc: Dan Johnson
John Griffith

TC/as

Surplus Inventory 2017

<u>DESCRIPTION</u>	<u>TOTAL NUMBER</u>
Push lawn mowers	1
Riding mowers	3
Sod cutter	1
Laptop carts, one with laptops	3
Books	2 pallets
Tables (assorted types and sizes)	30
Chairs (students)	50
Desks (student desks)	200 (estimated)
Desks (student combo desk/chairs)	100 (estimated)
Cabinets	20 (estimated)
Computers, Printers, T.V's, Projectors	15 pallets
Wall partitions	10
Dishwasher	1
Electric computer cart	1
Roll-up map	1
Rug (round, preschool)	1
Rolling desk chairs	40 (estimated)
Filing cabinets, various sizes	15
Cabinet/countertop units	2
Rolling white board	1
Wall-mounted white boards	2
Pretzel warmer	1

Changing table	1
Nurse/therapist couch	1
Recumbent bike	1
Big Toy play circle (preschool)	1
3 tier metal shelf	1
Large sign printer	1
Large laminator	1
Band saw	2
Drill press	1
Lathe	2
Planer	2
Table saw	1

Assorted Misc. school supplies and equipment

Transportation Items

1993 Bluebird T/C 2000 Special Needs Bus with Lift – 20 Passenger front engine
 1995 Bluebird T/C 2000 Bus – 78 Passenger front engine