

GRANGER SCHOOL DISTRICT SURPLUS FORM - Please fill out the form completely and legibly

Surplus takes place June 1st through the first week of September

DATE:

Table with 8 columns: Building, Leaving Room #, Staff Name (please print), Describe Item, Quantity, Asset Tag/Barcode/Identifying Number, Reason, To. The table contains 18 empty rows for data entry.

Surplus takes place June 1 through the first week of September

Maintenance will not remove surplus items from your room/building outside of the surplus timeframe

- BEFORE surplusing your items: 1) Offer the item/s to others in your building
2) Offer the item/s to others in the district
3) Attach a copy of this completed and signed form to the item/s to be surplused
4) Send the original, signed form to Yessica at Central Office

Yessica will notify maintenance of your surplus items once your original, signed form is received at CO.

Administrator (or designee) Signature

Date