



REQUEST TO APPROVE AS SURPLUS

Department:	
Name:	
Contact Telephone Number:	

The following items are deemed to be surplus to the needs of any Everett Public Schools program and should be disposed in accordance with statute:

Quantity	Description	Condition

The anticipated disposition of the surplus materials is:

- ☐ To be sold through State surplus or other auction
- ☐ Transitioned to another P-12 educational entity (Name: _____)
- ☐ To be disposed due to condition
- ☐ Other (Explain: _____)

I confirm that these items are surplus to the needs of the district, and that the quantity, description, and estimated condition are accurate to the best of my knowledge.

Signature: _____

Approved by Finance: _____

Board Date: _____

Send original contract to Procurement. Schools/Departments shall retain a copy. Executed copy will be sent to Contractor by Procurement.