



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:_____