Surplus Declaration Form

The item(s) referenced below will need to be submitted to the Millbrook Central School District Board of Education for approval to surplus. Please complete this form and return to the office of the Superintendent. Thank you.

Item Name(s):
obsolete/broken computer equipment

Item Description(s):
computer desktops and laptops, printers, UPS's, other peripheral devices

MCSD tag number(s):
see attached list

Reason for Disposal:
computers are obsolete and not adequate for student instructional purposes

PREPARED BY: ___________________________ Date: _7_/ _18_/ _2018_

APPROVED BY: ___________________________ Date: ___/___/_______
(Administrator)

SUPERINTENDENT: ________________________ BOE EXCESS DATE: ________________

1.) Submit completed form to your immediate supervisor.
2.) Immediate supervisor submits to Superintendent for signature.
3.) Superintendent’s secretary gives Principal Account Clerk a copy for inclusion in asset management process upon BOE approval