



LEHIGHTON AREA SCHOOL DISTRICT
Surplus Item Removal Form

The following item(s) is/are no longer used in this building and should be considered for the Surplus Property List:

Building Elementary Center

Qty	Manufacturer	Description of Item	Serial No.	LASD UPC No.	Federal Purchase		Federal ID No.	Reason for Removing Item (*Use code listed) [MUST BE COMPLETED]	Suggested Disposal (<Use codes listed) [MUST BE COMPLETED]
					Yes	No			
1	HP	LaserJet Enterprise MFP M527 Printer	JPBKC09967		☐	☒		1	1
1	Breford	LAP30 Laptop Cart (2012)	98300011	002578	☐	☒		1	1
1	Panasonic	Double Feature Entertainment System	F3IA46099	004267	☐	☒		1	1
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			

***Codes for Removal**
 1 – Technologically obsolete/Not compatible with district technology
 2 – Parts no longer available/Cannot be repaired
 3 – Repairs not economically feasible
 4 – No longer used in this building

<Codes for Disposal
 1 – Discard
 2 – Sell (list suggested value)
 3 – Transfer

Requested by Kelsey Knappenberger

Supervisor Curriculum & Technology

Approved: _____
 (Business Office Use Only)

☒ Business Administrator _____ Date _____

Approved by Board _____

Notification to Dispose (highlighted items) to: _____ Warehouse ☐

Plant Maintenance ☐ Inventory ☐



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					Yes	No			
1	Breford	TL474LL/A Laptop Cart	3102113	02311	☐	☒		1	1
1	Breford	HB716LL/A iPad Cart	08531360040000097		☐	☒		1	1
9	Shengle Digital	Q8 Tablet Computer Series			☐	☒		1	1
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			

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Requested by Kelsey Knappenberger
 Supervisor Curriculum & Technology

Approved: _____
 (Business Office Use Only)

X _____ Business Administrator _____ Date _____

Approved by Board _____

Notification to Dispose (highlighted items) to: _____ Warehouse ☐
 Plant Maintenance _____
 Inventory ☐



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The following item(s) is/are no longer used in this building and should be considered for the Surplus Property List:

Building Middle School

Qty	Manufacturer	Description of Item	Serial No.	LASD UPC No.	Federal Purchase		Federal ID No.	Reason for Removing Item (*Use code listed) [MUST BE COMPLETED]	Suggested Disposal (<Use codes listed) [MUST BE COMPLETED]
					Yes	No			
58	McGrawHill	Glencoe Algebra 1 Testbook			☐	☐		4	1
5	McGrawHill	Glencoe Algebra 1 Teacher Edition			☐	☐		4	1
2	McGrawhill	Glencoe Algebra 1 Resources			☐	☐		4	1
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			

***Codes for Removal**

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- 3 – Repairs not economically feasible
- 4 – No longer used in this building

<Codes for Disposal

- 1 – Discard
- 2 – Sell (list suggested value)
- 3 – Transfer

Requested by Cody Schuler

Supervisor MS Principal

(Business Office Use Only)

Approved:

☒

Business Administrator

Date

Approved by Board

Notification to Dispose (highlighted items) to:

Plant Maintenance ☐

Inventory ☐

Warehouse ☐