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:

Building	Leaving Room #	Staff Name *(please print)*	Describe Item	Quantity	Asset Tag/Barcode/Identifying Number	Reason

Surplus takes place June 1 through the first full 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

Administrator (or designee) Signature

Updated Aug 2023