



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			
40	UAG	Chromebook Case			☐	☒		4	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 _____ Assistant to the Superintendent _____

Approved: _____ X _____ Business Administrator _____ Date _____	Approved by Board _____ Notification to Dispose (highlighted items) to: _____ Plant Maintenance ☐ Warehouse ☐ Inventory ☐
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40	UAG	Additional Chromebook Cases			☒		4	1
					☐			
					☐			
					☐			
					☐			
					☐			
					☐			

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Requested by Kelsey Knappenberger

Supervisor Assistant to the Superintendent

(Business Office Use Only)

Approved:

X _____ Business Administrator _____

Date _____

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Notification to Dispose (highlighted items) to:

Plant Maintenance ☐ Inventory ☐ Warehouse ☐



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					Yes	No			
50	UAG	Additional Chromebook Cases			☐	☒		4	1
21	Apple	iPad 4th Generation (2012)			☐	☒		4	1
1	Elmo	TT-02 RX			☐	☒		4	1
3	HP	Pavilion (2016)			☐	☒		4	1
4	Cisco	IP Phone 7940 Series			☐	☒		4	1
1	IBM	Wheelwriter 3			☐	☒		4	1

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Requested by Kelsey Knappenberger

Supervisor _____ Assistant to the Superintendent _____

Approved: _____ (Business Office Use Only)

X _____

Business Administrator _____

Date _____

Approved by Board _____

Notification to Dispose (highlighted items) to: _____

Plant Maintenance ☐ Warehouse ☐
Inventory ☐



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Building _____ High School _____

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					Yes	No			
8	unknown	taxidermy- various mammals	unknown	none	☐	☒		4	3
6	unknown	taxidermy- various hanging birds	unknown	none	☐	☒		4	3
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			

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<Codes for Disposal

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- 3 – Transfer

Requested by Amy Meixsell

Supervisor HS Principal

(Business Office Use Only)

Approved:

X Business Administrator

Date

Approved by Board _____

Notification to Dispose (**highlighted items**) to:

Plant Maintenance ☐ Warehouse ☐
Inventory ☐



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					Yes	No			
1	HP	Color Laserjet 4650dn Printer	JPFAD05481		☐	☒		1	1
1	Lenovo	ThinkPad	PF-00RN3A		☐	☒		1	1
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			

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Requested by Kelsey Knappenberger

Supervisor Assistant to the Superintendent

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Approved:

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Date

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