

**SHAWNEE PUBLIC SCHOOLS
REQUEST TO REMOVE SURPLUS ITEMS**

SITE:	Horace Mann					DATE:	#####				
PERSON REQUESTING REMOVAL OF ITEMS:		Krista Farris									
CENTRAL OFFICE APPROVAL BY:											
QTY	ITEM DESCRIPTION					REASON TO REMOVE					
47	Student Edition Evision Math Books, ISBN 978-0-328-53890-4					Old Adoption that have been stored in a locker					
6	Harcourt Social Studies Teachers Editions					Old Adoption that have been stored in a locker					
8	Harcourt Social Studies Student Textbooks, ISBN 078-0-15-354235-0					Old Adoption that have been stored in a locker					
1000	Random collection of Leveled Readers					Extra copies from former adoptions of reading and s					
22	Reading Street Student Textbooks, ISBN 978-0-328-33670-8					Old Adoption that have been stored in a locker					
35	Spelling Level 5 Student Textbook, ISBN 0-7398-5057-1					Not used and Very Worn					
1	Spelling Level 5 Teacher Edition					Not used					
22	Harcourt Language Student Textbook, ISBN 0-15-317836-1					Old Adoption that have been stored in a locker					
18	FRandom Harcourt Language Teacher Resource Books					Old Adoption that have been stored in a locker					

SHAWNEE PUBLIC SCHOOLS

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SITE:	Horace Mann					DATE:	#####			
PERSON REQUESTING REMOVAL OF ITEMS:										
	Tina Bates									
CENTRAL OFFICE APPROVAL BY:										
QTY	ITEM DESCRIPTION					REASON TO REMOVE				
1	Dell Printer					needs drum replaced and eats paper				

SHAWNEE PUBLIC SCHOOLS

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SITE:	Horace Mann					DATE:	5-20-21				
PERSON REQUESTING REMOVAL OF ITEMS:				Rose Bushong							
CENTRAL OFFICE APPROVAL BY:											
QTY	ITEM DESCRIPTION					REASON TO REMOVE					
2 boxes	2nd grade miscellaneous leveled readers					Out dated reading series					

**SHAWNEE PUBLIC SCHOOLS
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SITE: SHS

DATE: TODAY

PERSON REQUESTING REMOVAL OF ITEMS:

RAY SHAFFER

5/24/2021

CENTRAL OFFICE APPROVAL BY:

QTY	ITEM DESCRIPTION		REASON TO REMOVE
27	DESKS NO CHAIR	Good Condition	Don't need them
5	DESKS NO CHAIR	Good Condition	Don't need them
7	BOXES OF BOOKS	Good Condition	BIOLOGY Don't need them
17	BOXES OF BOOKS	Good Condition	BIOLOGY Don't need them
13	BOXES OF BOOKS	Good Condition	BIOLOGY Don't need them
1	DESK NO CHAIR	Good Condition	Don't need them
3	PRINTERS	Good Condition	HP Don't need them
7	DESKS W CHAIRS	Fair Condition	Don't need them
10	COMPUTERS	Good Condition	Apple Don't need them
2	SMART RESPONSE	Good Condition	BLUE BAGS Don't need them
2	FILE CABINETS	Fair to Good Condition	1 Black, 1 Beige Don't need them
1	TV CART	Good Condition	Black Don't need them
5	BOXES OF BOOKS	Fair to Good Condition	ALGEBRA Don't need them
5	BOXES OF BOOKS	Good Condition	BIOLOGY Don't need them
7	BOXES OF BOOKS	Good Condition	PHYSICAL SCIENCE Don't need them
3	BOXES OF BOOKS	Good Condition	BIOLOGY Don't need them
1	LARGE TABLE	Good Condition	Don't need them
5	Keyboards & Mouse	Fair Condition	Don't need them
1	Portale Wooden Cabinet	Good Condition	Don't need them

**SHAWNEE PUBLIC SCHOOLS
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SITE: SECC

DATE: 6-3-21

PERSON REQUESTING REMOVAL OF ITEMS: Amanda hackler

CENTRAL OFFICE APPROVAL BY:

QTY	ITEM DESCRIPTION	REASON TO REMOVE
2	Hp 6500 officejet printer	replaced
1	dell keyboard	Upgraded
1	Epson WF 520 printer	Replace with newer
1	Epson stylus color 740l	replaced
1	Hp deskjet C6900	no cords
1	dell monitor	replaced with new
1	dell computer tower	replaced
1	RCA philips Cd player & speakers	replaced
1	sony Large Tv with stand	out of date
2	lakeshore ABC readers	don't use anymore
1	boxes of drives and cords	no use for them
2	boxes of smart board cord	no use for them
1	headphone	no computer lab
1	tub of old clipboards	to many
1	4 top adjustable trapezoid table	no room
2	office rolling chairs	upgraded
1	36x36 child craft table	replaced
1	31x19 locking cabinet	no key
1	20x22 book return cabinet	no use
1	18x34 adjustable desk	no use for this
1	double child easel	to big
3	child craft big book holders	replaced
1	child craft round table	replaced
2	metal big book holder	upgraded
1	34x20 computer desk	replaced
3	Easel with white boards	to big
1	rolling soft office chair	broken
1	wooden credend. 75x18	old/drawers will not stay shut
1	regular size short filing cabinet	no keys
1	30 x 17 cabinet	replaced
1	small child wheelchair	no one can use
28	mismatch chairs small	to many in building

**SHAWNEE PUBLIC SCHOOLS
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SITE: Sequoyah- items located by bus oval and in the basement

DATE: #####

PERSON REQUESTING REMOVAL OF ITEMS: Kim Paxson

CENTRAL OFFICE APPROVAL BY:

QTY	ITEM DESCRIPTION	REASON TO REMOVE
7	ceiling lights	they are not being used and could be hazardous
3	teacher chairs	not working well
7	4 drawer filing cabinets (empty)	do not need and taking up space
1	two level shelf rolling cart	do not need
1	pink kidney table	broken
9	rolling carts for technology	do not need and taking up space
1	5 drawer filing cabinet (empty)	do not need and taking up space
1	3 drawer filing cabinet (empty)	do not need and taking up space
1	2 drawer filing cabinet (empty)	do not need and taking up space
3	old chalk boards (not on the wall)	do not need and taking up space; broken
1	overhead projector	do not need
1	yellow storage cubby	broken and not on the wall
1	white shelving unit with no shelves	does not have shelves; do not need
1	wooden panel floating wall	do not need and taking up space; flimsy
1	piano	broken