

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
- (2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

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(2)

(3)

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
Filing cabinets		H DN			\$50.00 each
Podium					\$50.00
Podium					\$50.00
Office chairs					\$50.00 each
rolling shelf					\$50.00
book shelf					\$50.00
staff desk					\$100.00
wood bench					\$150.00
staff desk					\$100.00
pad storage					\$75.00
Play fridge					\$75.00
Play kitchen					\$75.00
Play tables					\$50.00
wood hanging hooks					\$100.00 each
wood display cases					

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

Principal: [Signature] School CUA Date 6/16/24
 Supervisor: [Signature] Date 6/17/24
 Director of Schools: [Signature] Date 6/17/24
 Board Chairman: _____ Date _____

For inventory control use: copy to central office receiving _____; copy to principal or supervisor _____; copy to inventory control _____; copy to vendor _____

Notes on Disposal Method:

Signature: _____ Date: _____



































