

WVCS Surplus Items

- ✱ Items that need BOE approval to surplus: hardcover books, items with WVCS inventory label, equipment, furniture, technology, A/V, gym equipment, etc.
- ✱ Consumable items (softcover books, posters, etc.) can be thrown out with supervisor approval

Staff Name _____ Date _____

Name of Item	Quantity	ISBN/Model #

Supervisor Signature/Date: _____

District Office Use

BOE Meeting Date: _____

Once approved, copy to: ☐ Buildings & Grounds