MILLBROOK
CENTRAL SCHOOL DISTRICT

Surplus Declaration Form

The item(s) referenced below will need to be submitted to the Millbrook Central School District Board of Education for approval to surplus. Please complete this form and return to the office of the Superintendent. Thank you.

Item Name(s):

_____
_____
_____
_____

Item Description(s):

_____
_____
_____
_____

MCSD tag number(s):

_____
_____
_____
_____

Reason for Disposal:

_____
_____
_____
_____

PREPARED BY: _____ **Date:** ____/____/_____

APPROVED BY: _____ **Date:** ____/____/_____
(Administrator)

SUPERINTENDENT: _____ **BOE EXCESS DATE:** _____

1.) Submit completed form to your immediate supervisor.
2.) Immediate supervisor submits to Superintendent for signature.
3.) Superintendent's secretary gives Principal Account Clerk a copy for inclusion in asset management process upon BOE approval