

**Pickens County Board of Education
Surplus Property Request Form**

Item	Purchase Date	Funded Source	Serial, ISBN, Model, Numbers	Expected Life	Qty.	Years of Service	Inventory # and/or BOE Sticker	Condition of Item(s) and/or Reason to Surplus

In order to determine the “expected life” column, refer to the following table that has been developed for non-profit organizations such as our board of education.

Examples

- | | |
|--|----------|
| 1. Tables, chairs, furniture, cabinets, desks, bookshelves, benches, etc | 10 years |
| 2. Welders, saws, ovens, refrigerators, recreational equipment | 10 years |
| 3. Heavy equipment, tractors, dump trucks | 10 years |
| 4. Library reference materials and books | 5 years |
| 5. CD ROMS, videos, computer equipment | 5 years |
| 6. Cars, trucks, large vehicles | 5 years |

Directions

- Type information in spaces.
- Blank spaces should extend as you type.
- Be as accurate as possible.
- If items were purchased from Title I, SPED or any other federally funded program, it must be noted in the Funded Source Column.

Request made by: _____

Admin. Approval: _____

Technology approval: _____

Federal Programs Approval: _____

M & O Approval: _____