



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