

# RAYMORE - PECULIAR SCHOOL DISTRICT

# Memo

**To:** Raymore-Peculiar Board of Education  
 Dr. Kari Monsees - Superintendent of Schools  
**From:** Mr. Jay Harris, Assistant Superintendent - Administrative Services  
**Date:** 4/28/2016  
**Re:** Surplus Property

As part of our Surplus Property procedure and compliance with Board of Education Policy DN, the following items are submitted as surplus property for your consideration and approval:

| Item #     | Description                             | Location            | Quantity | Condition                              |
|------------|---|---------------------|----------|--|
| 04-0050-16 | Storage Cabinet                         | Child Nutrition     | 1        | Outdated & No Functional Use           |
| 04-0051-16 | Serving Line                            | Child Nutrition     | 1        | Inoperable                             |
| 04-0052-16 | Cooler                                  | Child Nutrition     | 1        | Inoperable                             |
| 04-0053-16 | Cashier Cart                            | Child Nutrition     | 1        | Outdated & No Functional Use           |
| 04-0054-16 | Salad Bar                               | Child Nutrition     | 2        | Outdated Equipment & No Functional Use |
| 04-0055-16 | Vending Machine                         | Child Nutrition     | 1        | Inoperable                             |
| 04-0056-16 | Dispenser - napkin/silverware           | Child Nutrition     | 1        | Outdated & No Functional Use           |
| 04-0057-16 | Cold Food Table Server                  | Child Nutrition     | 1        | Inoperable                             |
| 04-0058-16 | Warmer                                  | Child Nutrition     | 1        | Inoperable                             |
| 04-0059-16 | Pitching Machine                        | Academy Garage Area | 1        | Needs repair                           |
| 04-0060-16 | Air Conditioner                         | Academy             | 1        | Inoperable                             |
| 04-0060-16 | Exercise Equipment, Cardio Glide & Bike | Academy Garage Area | 3        | Outdated Equipment & No Functional Use |
| 04-1128-16 | Office Chair                            | Finance Office      | 1        | No Functional Use                      |
| 04-1129-16 | Office Desk                             | Academy             | 2        | Needs repair & No Functional Use       |
| 04-1130-16 | Filing Cabinet                          | Academy             | 3        | Outdated & No Functional Use           |
| 04-1131-16 | Carts                                   | South High School   | 2        | Outdated & No Functional Use           |
| 04-1132-16 | Conference Room Table                   | Academy Garage Area | 1        | Needs repair & No Functional Use       |
| 04-1133-16 | Bookcase                                | Academy Garage Area | 1        | Needs repair & No Functional Use       |
| 04-1134-16 | Filing Cabinet                          | Academy Garage Area | 4        | Needs repair & No Functional Use       |
| 04-1135-16 | Table                                   | Academy Garage Area | 2        | Needs repair & No Functional Use       |
| 04-2173-16 | Laser Jet Printer                       | Timber Creek Elem.  | 1        | Inoperable                             |
| 04-2174-16 | CD/Tape Player                          | Timber Creek Elem.  | 1        | Outdated Equipment & No Functional Use |
| 04-2175-16 | TV, cart, DVD Player                    | Academy             | 1 set    | Outdated Equipment & No Functional Use |
| 04-2176-16 | TV w/ VHS & CD player                   | Academy             | 1        | Outdated Equipment & No Functional Use |
| 04-2177-16 | DVD Player                              | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2178-16 | VHS/DVD Player                          | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2179-16 | DVD Player                              | South High School   | 3        | Outdated Equipment & No Functional Use |
| 04-2180-16 | VHS Player                              | South High School   | 2        | Outdated Equipment & No Functional Use |
| 04-2181-16 | Scanner                                 | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2182-16 | Speaker w/ System                       | South High School   | 1        | Needs repair & No Functional Use       |
| 04-2183-16 | VHS Rewinder                            | South High School   | 2        | Outdated Equipment & No Functional Use |
| 04-2184-16 | VHS Tape Duplicator                     | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2185-16 | TV                                      | South High School   | 3        | Outdated Equipment & No Functional Use |

|            |                       |                     |          |  |
|------------|-----------------------|---------------------|----------|--|
| 04-2186-16 | Slide Projector       | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2187-16 | PHD Scanners          | South High School   | 2        | Outdated Equipment & No Functional Use |
| 04-2188-16 | Electric Typewriter   | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-2189-16 | TV                    | Academy Garage Area | 1        | Outdated Equipment & No Functional Use |
| 04-3054-16 | Library Books         | Peculiar Elementary | 20 Boxes | Collection maintenance & deselection   |
| 04-3055-16 | VHS Tapes             | Peculiar Elementary | 3 Boxes  | Outdated Equipment & No Functional Use |
| 04-3056-16 | VHS Tapes             | Academy             | 12       | Outdated Equipment & No Functional Use |
| 04-3057-16 | Library Books         | South High School   | 65 Boxes | Collection maintenance & deselection   |
| 04-4023-16 | Serving Trays         | Child Nutrition     | 565      | Outdated & No Functional Use           |
| 04-4024-16 | Ray-Pec Serving Trays | Child Nutrition     | 977      | Outdated & No Functional Use           |
| 04-4025-16 | Plates                | Child Nutrition     | 674      | Outdated Equipment & No Functional Use |
| 04-4026-16 | Mixer                 | Child Nutrition     | 1        | Outdated Equipment & No Functional Use |
| 04-4027-16 | Antennae              | South High School   | 1        | Outdated Equipment & No Functional Use |
| 04-4028-16 | Science Kit           | Academy Garage Area | 1        | Outdated & No Functional Use           |
| 04-4029-16 | Easel                 | Academy Garage Area | 2        | Needs repair & No Functional Use       |
| 04-4030-16 | Binding System        | South High School   | 1        | Outdated & No Functional Use           |
| 04-5061-16 | Misc. Cords & remotes | South High School   | 1 box    | Outdated & No Functional Use           |