

Obion County
Board of Education

1700 North Fifth Street
Union City, Tennessee 38261
Phone: (731)885-9743 Fax: (731)885-4902

Surplus Property Request

In order to dispose of school property without bids, the principal, the director of schools, and the chairman of the board of education must all agree in writing that the value of the property is less than \$250.00. **Any property being considered for surplus/disposal with a value that is equal to or greater than \$250.00 shall require bids.** This formal request serves as the written form that all agree the property is valued at less than \$250.00.

Please list the item(s) being considered for surplus:

1. Sweat Suits 9 #2 each
Estimated value: 15⁰⁰
2. cheer uniforms 25 complete #5 each (125)
Estimated value: 50⁰⁰
3. Pom Poms 10 sets #2 per set
Estimated value: \$10⁰⁰
4. Old shorts 5 pairs #1 each
Estimated value: 20⁰⁰
5. Old bags 4 #3 each
Estimated value: 15⁰⁰
- warm-ups no sets #3 each 7 total

Please provide a brief explanation of the intended use of the funds acquired from the items requested to be declared surplus (e.g., the school account in which the funds will be deposited, planned use of the funds).

2 pair shoes \$10 pair

Explanation:

To go toward purchase of new uniforms/sweat suits for the cheer team

Jaye Elks, cheer coach

This request **MUST** be submitted to the Director of Schools office at least two weeks prior to the regularly scheduled board meeting.

Patresa Rogers
Principal Signature

10/15/18
Date

[Signature]
Director of Schools Signature

10/22/18
Date

Chairman of the Board of Education Signature

Date