Mount Vernon Schools

To: Board of Directors

From: _____

Date: _____

Re: Request to Surplus

I respectfully request that the Board of Directors approve the surplus of the following obsolete and/or damaged curriculum material. It has been determined that these materials no longer have value to the _____ program.

Thank you for consideration of this request.

ITEMS TO BE SURPLUSSED		
QTY	**TITLE / DESCRIPTION**	**REASON FOR SURPLUS**