

**Cobb County Board of Education
Board Meeting Agenda
Thursday, June 13, 2024**

WORK SESSION – 2:30 p.m.

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Approval of Minutes

- Thursday, May 16, 2024, Board Meeting

5. Superintendent’s Report

- Monthly Board Financial Status Update
- SPLOST V Performance Audit

6. BOARD AGENDA ITEMS

AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

AGENDA ITEM #2 – Recommendation for Approval to Award a Construction Manager at Risk Contract for Addition and Modifications at Bells Ferry Elementary School

7. Administrative Rule Modifications

INDEX	ADMINISTRATIVE RULE TITLE
GARH-R	Leaves and Absences
IFDR-R	Animals in Schools
JCDA-R	Student Code of Conduct
JGCD-R	Medication

8. Board Business

- Facilities & Technology Citizens Oversight Committee Report – Mr. Hutchins

9. Approval of Agenda

10. Recess to Executive Session

**Cobb County Board of Education
Board Meeting Agenda
Thursday, June 13, 2024**

7:00 p.m. VOTING SESSION

1. Reconvene

2. Pledge of Allegiance

3. Board Recognitions

- Association of School Business Officials International (ASBO International) – 2023 Certificate of Excellence in Financial Reporting: Accounting Department, Financial Services Division
- Association of School Business Officials International (ASBO International) – 2024 Meritorious Budget Award: Financial Planning & Analysis Department, Financial Services Division

4. Public Comment

5. Items Requiring Action following Executive Session (if any)

- Personnel
- Land
- Legal
- Student Matter

6. Superintendent's Remarks

7. ACTION AGENDA ITEMS

The following Action Agenda Items will be presented for a vote at the Thursday, June 13, 2024, Board Meeting:

ACTION AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

ACTION AGENDA ITEM #2 – Recommendation for Approval to Award a Construction Manager at Risk Contract for Addition and Modifications at Bells Ferry Elementary School

8. Adjourn

PENDING BOARD APPROVAL

**THESE MINUTES ARE NOT OFFICIAL
UNTIL APPROVED BY THE BOARD OF
EDUCATION AND SIGNED BY THE
CHAIRMAN AND EXECUTIVE SECRETARY**

**BOARD MEETING
THURSDAY, MAY 16, 2024**

All official meetings of the Cobb County Board of Education conform to state law and are open to the public. The minutes of this meeting are available for public review anytime during the regular office hours or on our website: www.cobbk12.org

BOARD MEETING

The Cobb County Board of Education convened for a regularly scheduled Board Meeting on Thursday, May 16, 2024, at 2:00 p.m., at 514 Glover Street, with the following members present: Messrs. Banks, Chastain, Hutchins, Scamihorn, Wheeler, Ms. Davis, Ms. Sayler, Mr. Ragsdale, Executive Secretary, and Ms. Wilcox, Interim Board Attorney.

CALL TO ORDER

Mr. Scamihorn, Board Chair, called the meeting to order at 2:00 p.m.

PLEDGE OF ALLEGIANCE

Mr. Scamihorn, Board Chair, led the group in the Pledge of Allegiance.

PUBLIC COMMENT

There were four (4) public commenters.

APPROVAL OF MINUTES

Without objection, the Board approved the following meeting minutes:

- Thursday, April 18, 2024, Board Meeting

SUPERINTENDENT'S REPORT

- Monthly and Quarterly Board Financial Status Update
 - Chief Financial Officer Mr. Bradley Reuben Johnson presented both the monthly and the quarterly school district financial status updates to the Board. Copies of both reports were given to all Board Members.
- Demographics Study Update
 - Mr. James Wilson of Education Planners, LLC., presented the annual Enrollment Projection Study to the Board. Each Board Member received a copy of the report.

BOARD AGENDA ITEMS

The Board discussed the Agenda Items listed below. These items will be brought forth for a vote during the Voting Session of the Thursday, May 16, 2024, Board Meeting:

AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

- Without objection, this item was placed on the **Consent Agenda** for the Voting Session of the Thursday, May 16, 2024, Board Meeting.

AGENDA ITEM #2 – Recommendation for Approval of the Resolution Authorizing the Cobb County School District to Enter into Contract with the State Board of Education for Continuing Operation as a Strategic Waivers School System (SWSS)

- Without objection, this item was placed on the **Consent Agenda** for the Voting Session of the Thursday, May 16, 2024, Board Meeting.

AGENDA ITEM #3 – Recommendation for Adoption of the FY2025 Budget

- Without objection, this item was placed on the **Discussion Agenda** for the Voting Session of the Thursday, May 16, 2024, Board Meeting.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as presented.

RECESS TO EXECUTIVE SESSION

A motion was made by Ms. Davis, seconded by Mr. Wheeler, and unanimously approved by the Board at 4:06 p.m. to convene to Executive Session following a 10-minute break to discuss land, legal, student, and personnel matters. Motion carried 7-0.

BUDGET PUBLIC FORUM

RECONVENE FROM EXECUTIVE SESSION

Without objection, the Board reconvened from Executive Session at 6:33 p.m. for the Budget Public Forum Meeting. All Board Members were present for the meeting with the exception of Ms. Davis.

BUDGET PRESENTATION

Mr. Bradley Reuben Johnson, Chief Financial Officer, presented an overview of the FY2025 Budget. Mr. Johnson stated the purpose of the budget public forum was to invite citizens to give input to the Board and comment on the FY25 Budget.

BUDGET PUBLIC COMMENT

There were seven (7) public commenters.

RECESS

Without objection, the Budget Public Forum meeting recessed at 6:49 p.m.

VOTING SESSION

The Cobb County Board of Education met for a regularly scheduled Board Meeting on Thursday, May 16, 2024, with the following members present: Messrs. Banks, Chastain, Hutchins, Scamihorn, Wheeler, Ms. Saylor, Mr. Ragsdale, Executive Secretary, and Ms. Wilcox, Interim Board Attorney. Ms. Davis participated via teleconference.

RECONVENE

Without objection, the Board reconvened at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Mr. Scamihorn, Board Chair, led the group in the Pledge of Allegiance.

BOARD RECOGNITIONS

- 2024 International Championship of High School A Cappella National Champions – Sonic Edge, CCCEPA/ Pebblebrook High School
- 2023-2024 GHSA Class 6A Literary State Champion, Girls Solo – Isabella Stringham, Allatoona High School
- 2023-2024 GHSA Class 7A Literary State Champion, Interpretation of Solo Humorous – Nathaniel Long, Wheeler High School
- 2023-2024 GHSA Class 6A Literary State Champion, Essay Personal – Cruz Dupree, Allatoona High School
- 2023-2024 GHSA Class 7A Literary State Quartet Champions – Juan Hernandez, Nathan McKee, Ben Trussell, Will Tyler - Kennesaw Mountain High School
- 2023-2024 SkillsUSA State Leadership Conference State Winner for HVACR – Stephen Garcia, CITA/Osborne High School
- 2023-2024 Georgia Health Occupations Students of America State Winner, Healthcare Photography – Helena Huebecker, CITA/Osborne High School
- 2023-2024 Georgia Health Occupations Students of America State Winners, Emergency Medical Technician – Ashly Guzman and Brandon Rojas, CITA/Osborne High School
- 2024 Professional Association of Georgia Educators STAR Student State Winner – Omer Mustafa Inan, Walton High School
- 2024 Professional Association of Georgia Educators STAR Teacher State Winner – Tamara Hollingsworth, Walton High School
- 2024 State Adult Education Student of the Year – Patria Brown
- 2023 Turnip the Beet Award – Cobb County School District Food & Nutrition Services
- The International Technology and Engineering Excellence Award – Richard White, Pine Mountain Middle School
- 2024 Georgia Athletic Directors Association, Dr. Bob Stinchcomb Athletic Leadership Award – Don Baker, Cobb County School District Director of Athletics
- 2023-2024 Cobb County Athletic Director of the Year – Ronald Boggs, Osborne High School

PUBLIC COMMENT

- There were eight (8) public commenters.

ITEMS REQUIRING ACTION FOLLOWING EXECUTIVE SESSION

PERSONNEL

Ms. Davis joined the meeting via teleconference.

Administration recommended approval of the identified employment actions of the individuals listed on the Personnel Action Report and as amended in the Addendum as discussed in Executive Session.

Section I – Principal Level and Higher Position Recommendations

- Wilkes, Candace, appointment to Assistant Superintendent, Chief School Leadership Division from Principal, Allatoona High School effective June 1, 2024.
- Brooks, Kendra, reassignment to Principal, Bells Ferry Elementary School from Principal, Murdock Elementary School effective July 1, 2024.
- Bultman, Dr. Alexia, rehire as Principal, Allatoona High School from Principal, Adairsville High School, Bartow County School System effective June 1, 2024.
- Church, Dr. David, appointment to Principal, Simpson Middle School from Assistant Principal, Cobb Horizon High School effective July 1, 2024.
- Faklaris, Melissa, appointment to Principal, Cheatham Hill Elementary School from Assistant Principal, Frey Elementary School effective June 1, 2024.
- Mathis, Zach, appointment to Principal, Murdock Elementary School from Assistant Principal, King Springs Elementary School effective July 1, 2024.
- Milton, Dr. Jeff, appointment to Principal, Harrison High School from Assistant Principal, Harrison High School effective June 1, 2024.
- Ostrander, Dr. Sara, appointment to Principal, LaBelle Elementary School from Assistant Principal, East Side Elementary School effective July 1, 2024.
- Santoro, Dr. Stephanie, appointment to Principal, Walton High School from Assistant Principal, Walton High School effective July 1, 2024.
- Thorpe, Shannon, appointment to Principal, Durham Middle School from Assistant Principal, Awtrey Middle School effective July 1, 2024.
- Watson, Paul, reassignment to Principal, Bullard Elementary School from Principal, LaBelle Elementary School effective July 1, 2024.

Section II – Position Recommendations Below Principal

Elementary School

- Bender, Kathleen, reassignment to Assistant Principal, Kennesaw Elementary School from Assistant Principal, Sanders Elementary School effective July 9, 2024.
- Cappucci, Michael, reassignment to Assistant Principal, Brumby Elementary School from Assistant Principal, Clarkdale Elementary School effective July 9, 2024.
- Edwards, Allison, reassignment to Assistant Principal, Compton Elementary School from Assistant Principal, Pitner Elementary School effective July 9, 2024.
- Hourigan, Dr. Tiffany, reassignment to Assistant Principal, Frey Elementary School from Assistant Principal, Baker Elementary School effective July 9, 2024.
- Shiers, Jennifer, appointment to Assistant Principal, Fair Oaks Elementary School from Professional Learning Coordinator, Instruction and Innovative Practice, effective July 9, 2024.
- Smith, LaShonda, reassignment to Assistant Principal, Pitner Elementary School from Assistant Principal, Bryant Elementary School effective July 9, 2024.
- Walcott, Helen, reassignment to Assistant Principal, Sanders Elementary School from Assistant Principal, Compton Elementary School effective July 9, 2024.

Middle School

- Bishop, James, Assistant Principal, Tapp Middle School, retirement effective July 1, 2024.
- Bosarge, Jacquelyne, reassignment to Assistant Principal, Pearson Middle School from Assistant Principal, Lovinggood Middle School effective July 9, 2024.

- Figueroa, Robert, reassignment to Assistant Principal, Garrett Middle School from Assistant Principal, Pebblebrook High School effective July 9, 2024.
- Gray, Eric, reassignment to Assistant Principal, Awtrey Middle School from Assistant Principal, Hightower Trail Middle School effective July 9, 2024.
- Jones, Brittny, reassignment to Assistant Principal, Smitha Middle School from Assistant Principal, Wheeler High School effective July 9, 2024.
- Tischler, Richard, reassignment to Assistant Principal, Hightower Trail Middle School from Principal, Walton High School effective July 9, 2024.

High School

- Coefield, Timothy, reassignment to Assistant Principal, Pebblebrook High School from Assistant Principal, Garrett Middle School effective July 9, 2024.
- Dixon, Dr. Cassandra, reassignment to Assistant Principal, Allatoona High School from Assistant Principal, North Cobb High School effective July 9, 2024.
- Howard, Amie, reassignment to Assistant Principal, Harrison High School from Assistant Principal, Allatoona High School effective July 9, 2024.
- Shaw, Dr. Amanda, reassignment to Assistant Principal, Wheeler High School from Assistant Principal, Smitha Middle School effective July 9, 2024.

Section III – Superintendent’s Cabinet

The Superintendent recommends extension of the employment contracts of the following members of his cabinet effective July 1, 2024, through June 30, 2025:

- Keeli Bowen, Chief Human Resources Officer
 - John Floresta, Chief Strategy and Accountability Officer
 - Sherri Hill, Chief of Staff
 - Brad Johnson, Chief Financial Officer
 - Dr. Jasmine Kullar, Chief School Leadership Officer
 - Dr. Catherine Mallanda, Chief Academic Officer
 - Marc Smith, Chief Technology and Operations Officer
 - Brenda Carter, Assistant Superintendent, Academic Division
 - Dr. Bruce Fraser, Assistant Superintendent, Leadership Division
 - Adam Hill, Assistant Superintendent, Leadership Division
 - Dr. Ehsan Kattoula, Assistant Superintendent, Accountability Division
 - Dr. Liss Maynard, Assistant Superintendent, Leadership Division
 - Kelly Metcalfe, Assistant Superintendent, Teaching and Learning
 - Josh Morreale, Assistant Superintendent, Operations Division
 - Shea Thomas, Assistant Superintendent, Leadership Division
 - Ed Wagner, Assistant Superintendent, Leadership Division
 - Gretchen Walton, Assistant Superintendent, Chief of Staff Division
- A motion was made by Mr. Banks, seconded by Mr. Chastain, to approve the Personnel Action Report as read and presented in Executive Session.
 - Mr. Hutchins made a motion, seconded by Ms. Sayler, to amend the original motion approving all position recommendations except for employee #674. Mr. Hutchins, Ms. Davis, and Ms. Sayler voted “Yea,” and Messrs. Banks, Chastain, Scamihorn, and Wheeler voted “Nay.” Motion to amend failed 3-4.

- The original motion to approve the Personnel Action Report as read and presented in Executive Session carried 4-3, with Messrs. Banks, Chastain, Scamihorn, and Wheeler voting “Yea,” and Mr. Hutchins, Ms. Davis, and Ms. Sayler voting “Nay.”

STUDENT MATTERS

- SY24-Appeal #23:
 - A motion was made by Mr. Scamihorn, seconded by Mr. Banks, and unanimously approved by the Board to uphold the determination of the student disciplinary tribunal as discussed in Executive Session. Motion carried 7-0.
- SY24-Appeal #24:
 - A motion was made by Mr. Banks, seconded by Mr. Chastain, and unanimously approved by the Board to uphold the determination of the student disciplinary tribunal as discussed in Executive Session. Motion carried 7-0.
- SY24-Appeal #25:
 - A motion was made by Ms. Sayler, seconded by Mr. Scamihorn, and unanimously approved by the Board to uphold the determination of the student disciplinary tribunal as discussed in Executive Session. Motion carried 7-0.

SUPERINTENDENT’S REMARKS

The Superintendent commented on various items occurring throughout the Cobb County School District.

ACTION AGENDA:

CONSENT AGENDA

ACTION AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

ACTION AGENDA ITEM #2 – Recommendation for Approval of the Resolution Authorizing the Cobb County School District to Enter into Contract with the State Board of Education for Continuing Operation as a Strategic Waivers School System (SWSS)

- Without objection, the Board approved the **Consent Agenda Items** as presented.

DISCUSSION AGENDA

ACTION AGENDA ITEM #3 – Recommendation for Adoption of the FY2025 Budget

- A motion was made by Mr. Wheeler, seconded by Mr. Chastain, and approved by the Board to adopt the FY2025 Budget as presented. Messrs. Chastain, Hutchins, Scamihorn, Wheeler, Ms. Davis, and Ms. Sayler voted “Yea,” and Mr. Banks voted “Present.” Motion carried 6-0-1.

ADJOURN

Without objection, the Board adjourned at 8:19 p.m.

CHAIRMAN

EXECUTIVE SECRETARY

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
June 13, 2024

TOPIC:

AGENDA ITEM #1 – Recommendation for Approval of School Properties Disposal per District Administrative Rule DO-R

BACKGROUND/RATIONALE:

Through normal operations, the district generates surplus property and equipment due to damage and obsolescence on a regular basis. Items that are no longer needed by a school or department but are still in good condition and re-usable are made available to other schools and departments at no charge. Items that are no longer usable in the District are declared surplus. **State Law requires School Board approval for District Property to be designated as surplus under §20-2-520 of the Georgia Code of Laws.** The need to dispose of these items in an efficient, cost effective and expeditious manner is imperative to the district. Items are currently stored in the District warehouse that have been deemed surplus. A complete list of current surplus items is on file in the Superintendent’s office or on the District’s website under Meeting Agenda Items. All items listed are no longer of use by the District.

Methods available to dispose of surplus items include:

Public auction

Sealed bid or private sale

The State of Georgia Department of Administrative Services on-line and public auction services

Sale to other public-school districts at costs equal to previous auction results

Online auctions

Negotiated contracts

Upon Board approval of the attached lists, the Business Services Division will dispose of this surplus in a manner that is the most cost effective and efficient for the district as outlined in Administrative Rule DO-R. Acceptable methods of disposal will be continually reviewed to maximize our return on investment.

SUPERINTENDENT'S RECOMMENDATION:

Approve the recommendation for authorization of School Properties Disposal as detailed in the lists on file in the Superintendent’s office.

COST:

The District will receive revenue for the disposal of these items. The revenues received will assist in deferring labor costs for management of the disposal process

Account Charge code: N/A

Budgeted: N/A

DATA SOURCES:

Marc Smith

Jill Vestal

Stephen Cochran

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS
TECHNOLOGY

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	MONITOR	1948777	FCZ2007S00V	4/11/2016
1	MONITOR	1948897	FTT194001JL	4/11/2016
1	COMPUTER - TABLET	1899215	DMRG75WMDFW	8/29/2011
1	COMPUTER - TABLET	1901096	DN6GDBF6DFJ0	11/15/2011
1	COMPUTER - TABLET	1905940	DMPHG26BDFHW	4/10/2012
1	COMPUTER - TABLET	1905928	DMPHGE3DDFW	4/10/2012
1	COMPUTER - TABLET	1905921	DMPHGFNYDFHW	4/10/2012
1	COMPUTER - TABLET	1905929	DMPHGG82DFHW	4/10/2012
1	COMPUTER - TABLET	1905917	DMPHGR9VDFHW	4/10/2012
1	COMPUTER - TABLET	1905946	DMPHGTAEDFHW	4/10/2012
1	COMPUTER - TABLET	1905925	DMPHGWR8DFHW	4/10/2012
1	COMPUTER - TABLET	1905920	DMPHGX6VDFHW	4/10/2012
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1	COMPUTER - TABLET	1905909	DMPHGYBVDFHW	4/10/2012
1	COMPUTER - TABLET	1905911	DMPHGYX3DFHW	4/10/2012
1	COMPUTER - TABLET	1905932	DMPHGZ4XDFHW	4/10/2012
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1	COMPUTER - TABLET	1905923	DMQHG1EJDFHW	4/10/2012
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1	COMPUTER - TABLET	1905938	DMQHG1N4DFHW	4/10/2012
1	COMPUTER - TABLET	1905927	DMQHG22VDFHW	4/10/2012
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1	COMPUTER - TABLET	1905918	DMQHG3DQDFHW	4/10/2012
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1	COMPUTER - TABLET	1905934	DMQHG42ZDFHW	4/10/2012
1	COMPUTER - TABLET	1905936	DMQHG64TDFHW	4/10/2012
1	COMPUTER - TABLET	1905931	DMQHG66NDFHW	4/10/2012
1	COMPUTER - TABLET	1905937	DMQHG7KUDFW	4/10/2012
1	COMPUTER - TABLET	1905944	DMQHG7KWDFHW	4/10/2012
1	COMPUTER - TABLET	1905945	DMQHG7M1DFHW	4/10/2012
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1	COMPUTER - TABLET	1910041	DMPHM1J0DJ8V	5/16/2012
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1	COMPUTER - TABLET	1903927	DYTJ48ZGDJ8V	9/4/2012
1	COMPUTER - TABLET	1906120	DMPHV0E3DVD3	1/7/2013
1	COMPUTER - TABLET	1910046	DYTJXNK0DFHW	1/11/2013
1	COMPUTER - TABLET	1910049	DYTJXNQCDFHW	1/11/2013
1	COMPUTER - TABLET	1912023	DMRJT2KXDFHW	2/6/2013
1	COMPUTER - TABLET	1911956	DYTK228PDFHW	3/12/2013
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May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1912278	F4LKPRYFF193	8/27/2013
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1	COMPUTER - TABLET	1912291	F4LL5KUXF193	8/27/2013
1	COMPUTER - TABLET	1912292	F4LL5G6HF193	8/27/2013
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1	COMPUTER - TABLET	1912297	F4LL5M4MF193	8/27/2013
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May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

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1	COMPUTER - TABLET	1916284	F5RKRKNKDFHW	12/9/2013
1	COMPUTER - TABLET	1916285	F5RKRY9TDFHW	12/9/2013
1	COMPUTER - TABLET	1916286	F5RKRYAPDFHW	12/9/2013
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1	COMPUTER - TABLET	1916300	F5RKRY1XDFHW	12/9/2013
1	COMPUTER - TABLET	1916301	F5XKRIN8DFHW	12/9/2013
1	COMPUTER - TABLET	1916303	F5XKR16PDFHW	12/9/2013
1	COMPUTER - TABLET	1916304	F5RKRWTMDFHW	12/9/2013
1	COMPUTER - TABLET	1916305	F5XKR0TNDFW	12/9/2013
1	COMPUTER - TABLET	1916306	F5RKRGYHDFHW	12/9/2013
1	COMPUTER - TABLET	1916307	F5RKRYC8DFHW	12/9/2013
1	COMPUTER - TABLET	1916308	F5RKRYAMDFHW	12/9/2013
1	COMPUTER - TABLET	1918163	DYTLG3N8DFHW	12/13/2013
1	COMPUTER - TABLET	1918164	DYTLR5SGDFHW	12/13/2013
1	COMPUTER - TABLET	1918165	DYTLR7FRDFHW	12/13/2013
1	COMPUTER - TABLET	1918167	DYTLR9KWDFHW	12/13/2013
1	COMPUTER - TABLET	1918168	DYTLRAFZDFHW	12/13/2013
1	COMPUTER - TABLET	1916755	DMPLWX71FK11	1/7/2014
1	COMPUTER - TABLET	1916782	DMPLWY0CFK11	1/7/2014
1	COMPUTER - TABLET	1916815	DMPLWY2XFK11	1/7/2014
1	COMPUTER - TABLET	1916713	F7QLK4V1FP84	1/9/2014
1	COMPUTER - TABLET	1916714	F7QLK4M4FP84	1/9/2014
1	COMPUTER - TABLET	1916715	F7QLK4RTFP84	1/9/2014
1	COMPUTER - TABLET	1916716	F7QLK5ADFP84	1/9/2014
1	COMPUTER - TABLET	1916717	F7QLK474FP84	1/9/2014
1	COMPUTER - TABLET	1916718	F7QLK4LYFP84	1/9/2014
1	COMPUTER - TABLET	1916719	F7QLK5CAFP84	1/9/2014
1	COMPUTER - TABLET	1916720	F7QLK423FP84	1/9/2014
1	COMPUTER - TABLET	1916722	F7QLK4M2FP84	1/9/2014
1	COMPUTER - TABLET	1916723	F7QLK5JEF84	1/9/2014
1	COMPUTER - TABLET	1916724	F7QLK5B1FP84	1/9/2014
1	COMPUTER - TABLET	1916725	F7VLJ3N3FP84	1/9/2014

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1916726	F7TLJHD6FP84	1/9/2014
1	COMPUTER - TABLET	1916727	F7VLJ81JFP84	1/9/2014
1	COMPUTER - TABLET	1916728	F7NLKJWNFP84	1/9/2014
1	COMPUTER - TABLET	1916729	F7QLK4N8FP84	1/9/2014
1	COMPUTER - TABLET	1916730	F7QLK755FP84	1/9/2014
1	COMPUTER - TABLET	1916731	F7VLJ5QVFP84	1/9/2014
1	COMPUTER - TABLET	1916732	F7TLQAWSFP84	1/9/2014
1	COMPUTER - TABLET	1916733	F7TLQEFLFP84	1/9/2014
1	COMPUTER - TABLET	1916734	DYTLH0B7DFHW	1/9/2014
1	COMPUTER - TABLET	1916735	DYTLG31KDFHW	1/9/2014
1	COMPUTER - TABLET	1916736	DYTLF48LDFHW	1/9/2014
1	COMPUTER - TABLET	1917352	DYVKQ431DFHW	2/10/2014
1	COMPUTER - TABLET	1915881	DYTL926KDFHW	3/27/2014
1	COMPUTER - TABLET	1915882	DYTL9878DFHW	3/27/2014
1	COMPUTER - TABLET	1915883	DYTL9SSUDFHW	3/27/2014
1	COMPUTER - TABLET	1915884	DYTL95NKDFHW	3/27/2014
1	COMPUTER - TABLET	1915885	DYTL9FPWDFHW	3/27/2014
1	COMPUTER - TABLET	1915886	DYTL8BGBDFHW	3/27/2014
1	COMPUTER - TABLET	1915887	DYTL9DHWDFHW	3/27/2014
1	COMPUTER - TABLET	1915888	DYTL967KDFHW	3/27/2014
1	COMPUTER - TABLET	1915889	DYTL8DLNDFHW	3/27/2014
1	COMPUTER - TABLET	1915890	DYTL9DHLDHFHW	3/27/2014
1	COMPUTER - TABLET	1917660	DMPMG1RYFK12	4/14/2014
1	COMPUTER - TABLET	1917662	DMPMG1X0FK12	4/14/2014
1	COMPUTER - TABLET	1917665	DMPMG0XHFK12	4/14/2014
1	COMPUTER - TABLET	1917671	DMPMG1JEFK12	4/14/2014
1	COMPUTER - TABLET	1917672	DMPMG4KCFK12	4/14/2014
1	COMPUTER - TABLET	1917678	DMPMG4MUFK12	4/14/2014
1	COMPUTER - TABLET	1917680	DMPMG4ZDFK12	4/14/2014
1	COMPUTER - TABLET	1917682	DMPMF1RAFK12	4/14/2014
1	COMPUTER - TABLET	1917687	DMPMF1REFK12	4/14/2014
1	COMPUTER - TABLET	1918538	DMQMG44BF182	4/25/2014
1	COMPUTER - TABLET	1918541	DMPMHMF7F182	4/25/2014
1	COMPUTER - TABLET	1918542	DMPMH93EF182	4/25/2014
1	COMPUTER - TABLET	1918545	DMPMJKWSF182	4/25/2014
1	COMPUTER - TABLET	1918546	DMPMJS6ZF182	4/25/2014
1	COMPUTER - TABLET	1918565	DMPMJLCRF182	4/25/2014
1	COMPUTER - TABLET	1918568	DMPMJKZ1F182	4/25/2014
1	COMPUTER - TABLET	1918574	DMPMJKN7F182	4/25/2014
1	COMPUTER - TABLET	1918583	DMPMJL6JF182	4/25/2014
1	COMPUTER - TABLET	1918584	DMPMJRJ4F182	4/25/2014
1	COMPUTER - TABLET	1918588	DMPMJLCLF182	4/25/2014
1	COMPUTER - TABLET	1918591	DMPMJL5XF182	4/25/2014
1	COMPUTER - TABLET	1918592	DMPMJC3RF182	4/25/2014
1	COMPUTER - TABLET	1918597	DMPMJKZ0F182	4/25/2014
1	COMPUTER - TABLET	1918596	DMQMH6DTF182	4/25/2014
1	COMPUTER - TABLET	1919051	F9FMH6KKFP84	5/13/2014
1	COMPUTER - TABLET	1919052	F9FMH6CJFP84	5/13/2014
1	COMPUTER - TABLET	1919053	F9FMH4JLFP84	5/13/2014

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1919054	F9FMH6JUFP84	5/13/2014
1	COMPUTER - TABLET	1919055	F9FMH6JQFP84	5/13/2014
1	COMPUTER - TABLET	1919056	F9FMH3PGFP84	5/13/2014
1	COMPUTER - TABLET	1919057	F9FMH3SPFP84	5/13/2014
1	COMPUTER - TABLET	1919058	F9FMH6ASFP84	5/13/2014
1	COMPUTER - TABLET	1919059	F9FMH6AFP84	5/13/2014
1	COMPUTER - TABLET	1919060	F9FMH5LDFP84	5/13/2014
1	COMPUTER - TABLET	1919061	F9FMH6D2FP84	5/13/2014
1	COMPUTER - TABLET	1919062	F9FMH4EXFP84	5/13/2014
1	COMPUTER - TABLET	1919063	F9FMH663FP84	5/13/2014
1	COMPUTER - TABLET	1919064	F9FMH5L2FP84	5/13/2014
1	COMPUTER - TABLET	1919065	F9FMH5MVFP84	5/13/2014
1	COMPUTER - TABLET	1919066	F9FMH672FP84	5/13/2014
1	COMPUTER - TABLET	1919067	F9FMH6G0FP84	5/13/2014
1	COMPUTER - TABLET	1919069	F9FMH4EZFP84	5/13/2014
1	COMPUTER - TABLET	1919070	F9FMH699FP84	5/13/2014
1	COMPUTER - TABLET	1919071	F9FMH6E3FP84	5/13/2014
1	COMPUTER - TABLET	1919072	F9FMH6BDFP84	5/13/2014
1	COMPUTER - TABLET	1919073	F9FMH6EMFP84	5/13/2014
1	COMPUTER - TABLET	1919074	F9FMH62LFP84	5/13/2014
1	COMPUTER - TABLET	1919075	F9FMH624FP84	5/13/2014
1	COMPUTER - TABLET	1919076	F9FMH63FFP84	5/13/2014
1	COMPUTER - TABLET	1919077	F9FMH6GDFP84	5/13/2014
1	COMPUTER - TABLET	1919078	F9FMH6AFFP84	5/13/2014
1	COMPUTER - TABLET	1919079	F9FMH6ACFP84	5/13/2014
1	COMPUTER - TABLET	1919080	F9FMH6FJFP84	5/13/2014
1	COMPUTER - TABLET	1920366	DMPMTJ6CF182	6/11/2014
1	COMPUTER - TABLET	1919867	DMPN1LU0F182	7/24/2014
1	COMPUTER - TABLET	1919870	DMPN1B1EF182	7/24/2014
1	COMPUTER - TABLET	1919872	DMPN1MY9F182	7/24/2014
1	COMPUTER - TABLET	1919877	DMPN1FLDF182	7/24/2014
1	COMPUTER - TABLET	1919882	DMPN1L26F182	7/24/2014
1	COMPUTER - TABLET	1919883	DMPN1LJHF182	7/24/2014
1	COMPUTER - TABLET	1919885	DMRMX6FVF182	7/24/2014
1	COMPUTER - TABLET	1919894	DMPN19BLF182	7/24/2014
1	COMPUTER - TABLET	1920742	DMPN3AT0F185	8/5/2014
1	COMPUTER - TABLET	1920744	DMPN3AQGF185	8/5/2014
1	COMPUTER - TABLET	1920748	DMPN3AP2F185	8/5/2014
1	COMPUTER - TABLET	1920749	DMPN3APPF185	8/5/2014
1	COMPUTER - TABLET	1920750	DMPN3ASAF185	8/5/2014
1	COMPUTER - TABLET	1920752	DMPN3ALSF185	8/5/2014
1	COMPUTER - TABLET	1920753	DMPN3AWF185	8/5/2014
1	COMPUTER - TABLET	1920754	DMPN3ASTF185	8/5/2014
1	COMPUTER - TABLET	1920755	DMPN3AF3F185	8/5/2014
1	COMPUTER - TABLET	1920756	DMPN3APYF185	8/5/2014
1	COMPUTER - TABLET	1920757	DMPN3AF7F185	8/5/2014
1	COMPUTER - TABLET	1920758	DMPN3AHFF185	8/5/2014
1	COMPUTER - TABLET	1920759	DMPN39XAF185	8/5/2014
1	COMPUTER - TABLET	1920760	DMPN3AG2F185	8/5/2014

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1920761	DMPN3AFDF185	8/5/2014
1	COMPUTER - TABLET	1919046	F7NN5295FP84	8/19/2014
1	COMPUTER - TABLET	1928585	F7PMV1RYFP84	8/19/2014
1	COMPUTER - TABLET	1928588	F7PMV14TFP84	8/19/2014
1	COMPUTER - TABLET	1928589	F7PMQKP6FP84	8/19/2014
1	COMPUTER - TABLET	1919047	F7NN52GYFP84	8/19/2014
1	COMPUTER - TABLET	1928002	F7PN46CKFP84	8/19/2014
1	COMPUTER - TABLET	1928004	F7NN56B1FP84	8/19/2014
1	COMPUTER - TABLET	1928005	F7NN52SKFP84	8/19/2014
1	COMPUTER - TABLET	1929310	DMPND1Z4FK11	10/9/2014
1	COMPUTER - TABLET	1929311	DMPND4PYFK11	10/9/2014
1	COMPUTER - TABLET	1929986	DMPNFEFDF185	11/13/2014
1	COMPUTER - TABLET	1929987	DMPNFCXJF185	11/13/2014
1	COMPUTER - TABLET	1929988	DMPNFC96F185	11/13/2014
1	COMPUTER - TABLET	1929989	DMPNFD19F185	11/13/2014
1	COMPUTER - TABLET	1929990	DMPNFEDFF185	11/13/2014
1	COMPUTER - TABLET	1929991	DMPNFDPXF185	11/13/2014
1	COMPUTER - TABLET	1929992	DMPNFC9FF185	11/13/2014
1	COMPUTER - TABLET	1929993	DMPNFEUPF185	11/13/2014
1	COMPUTER - TABLET	1929994	DMPNFDXGF185	11/13/2014
1	COMPUTER - TABLET	1929995	DMPNFH4UF185	11/13/2014
1	COMPUTER - TABLET	1930006	DMPNFE8RF185	11/13/2014
1	COMPUTER - TABLET	1930007	DMPNFG2JF185	11/13/2014
1	COMPUTER - TABLET	1930008	DMPNFD1F185	11/13/2014
1	COMPUTER - TABLET	1930009	DMPNFE2LF185	11/13/2014
1	COMPUTER - TABLET	1930010	DMPNFDZ4F185	11/13/2014
1	COMPUTER - TABLET	1930012	DMPNFH4NF185	11/13/2014
1	COMPUTER - TABLET	1930013	DMPNFE92F187	11/13/2014
1	COMPUTER - TABLET	1930014	DMPNFE9FF185	11/13/2014
1	COMPUTER - TABLET	1930015	DMPNFE8LF185	11/13/2014
1	COMPUTER - TABLET	1930042	DMPNFCZVF185	11/13/2014
1	COMPUTER - TABLET	1931886	DMPNCOVBFK11	11/18/2014
1	COMPUTER - TABLET	1931897	DMPNC3S1FK11	11/18/2014
1	COMPUTER - TABLET	1931898	DMPNC3YMFK11	11/18/2014
1	COMPUTER - TABLET	1930032	DMPND938F185	11/18/2014
1	COMPUTER - TABLET	1930017	DMPNCZWLF185	11/18/2014
1	COMPUTER - TABLET	1930018	DMPND6RCF185	11/18/2014
1	COMPUTER - TABLET	1930020	DMPND8G8F185	11/18/2014
1	COMPUTER - TABLET	1930022	DMPND5GDF185	11/18/2014
1	COMPUTER - TABLET	1930023	DMQNC8QRF185	11/18/2014
1	COMPUTER - TABLET	1930024	DMPND79HF185	11/18/2014
1	COMPUTER - TABLET	1930027	DMPNCR8NF185	11/18/2014
1	COMPUTER - TABLET	1930002	DMPND7A9F185	11/18/2014
1	COMPUTER - TABLET	1930003	DMPND57PF185	11/18/2014
1	COMPUTER - TABLET	1930005	DMPND79LF185	11/18/2014
1	COMPUTER - TABLET	1930019	DMPND626F185	11/18/2014
1	COMPUTER - TABLET	1930028	DMPND52KF185	11/18/2014
1	COMPUTER - TABLET	1930016	DMPND5WCF185	11/18/2014
1	COMPUTER - TABLET	1930021	DMPND5QRF185	11/18/2014

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1930034	DMPND6TJF185	11/18/2014
1	COMPUTER - TABLET	1930035	DMPND3XXF185	11/18/2014
1	COMPUTER - TABLET	1930210	DMPMJ81KFK10	12/3/2014
1	COMPUTER - TABLET	1930255	DMQMHH9QFK10	12/3/2014
1	COMPUTER - TABLET	1931004	DMRMRJLEFK10	12/3/2014
1	COMPUTER - TABLET	1931008	DMRMRMUAFK10	12/3/2014
1	COMPUTER - TABLET	1931012	DMRMRMLVRFK10	12/3/2014
1	COMPUTER - TABLET	1931019	DMRMRMKSFK10	12/3/2014
1	COMPUTER - TABLET	1931020	DMRMRRHNUFK10	12/3/2014
1	COMPUTER - TABLET	1931022	DMRMRMWUFK10	12/3/2014
1	COMPUTER - TABLET	1931023	DMRMRK74FK10	12/3/2014
1	COMPUTER - TABLET	1931024	DMRMRMP6FK10	12/3/2014
1	COMPUTER - TABLET	1931031	DMRMRMR5FK10	12/3/2014
1	COMPUTER - TABLET	1931037	DMRMRN58FK10	12/3/2014
1	COMPUTER - TABLET	1931041	DMRMRJVFK10	12/3/2014
1	COMPUTER - TABLET	1931043	DMRMRK6JFK10	12/3/2014
1	COMPUTER - TABLET	1931046	DMRMRJL9BFK10	12/3/2014
1	COMPUTER - TABLET	1931048	DMRMRMY8FK10	12/3/2014
1	COMPUTER - TABLET	1931050	DMRMRMXNFK10	12/3/2014
1	COMPUTER - TABLET	1931051	DMRMRJRRFK10	12/3/2014
1	COMPUTER - TABLET	1931052	DMRMRJT4FK10	12/3/2014
1	COMPUTER - TABLET	1931053	DMRMRKE3FK10	12/3/2014
1	COMPUTER - TABLET	1931055	DMRMRJC7FK10	12/3/2014
1	COMPUTER - TABLET	1931059	DMPMTD09FK10	12/3/2014
1	COMPUTER - TABLET	1931066	DMRMRMR1FK10	12/3/2014
1	COMPUTER - TABLET	1931067	DMRMRJL81FK10	12/3/2014
1	COMPUTER - TABLET	1931077	DMPMTD0GFK10	12/3/2014
1	COMPUTER - TABLET	1931030	DMRMRJR8FK10	12/3/2014
1	COMPUTER - TABLET	1931087	DMRMRME6FK10	12/3/2014
1	COMPUTER - TABLET	1931003	DMRMRMRDFK10	12/3/2014
1	COMPUTER - TABLET	1932624	DMPN7SFBFK11	1/8/2015
1	COMPUTER - TABLET	1932594	DMQN6NB6FK11	1/8/2015
1	COMPUTER - TABLET	1932595	DMPN7DJNFK11	1/8/2015
1	COMPUTER - TABLET	1932596	DMPN7J44FK11	1/8/2015
1	COMPUTER - TABLET	1932597	DMPN7BNNFK11	1/8/2015
1	COMPUTER - TABLET	1932598	DMPN7DD4FK11	1/8/2015
1	COMPUTER - TABLET	1932599	DMPN7BJZFK11	1/8/2015
1	COMPUTER - TABLET	1932600	DMPN7BKJFK11	1/8/2015
1	COMPUTER - TABLET	1932601	DMPN7DL2FK11	1/8/2015
1	COMPUTER - TABLET	1932602	DMPN7HWRFK11	1/8/2015
1	COMPUTER - TABLET	1932604	DMPN7BPOFK11	1/8/2015
1	COMPUTER - TABLET	1932605	DMPN7AVBFK11	1/8/2015
1	COMPUTER - TABLET	1932606	DMPN7AX1FK11	1/8/2015
1	COMPUTER - TABLET	1932607	DMPN7B88FK11	1/8/2015
1	COMPUTER - TABLET	1932608	DMPN7BJQFK11	1/8/2015
1	COMPUTER - TABLET	1932609	DMPN7BNGFK11	1/8/2015
1	COMPUTER - TABLET	1932610	DMPN7BL5FK11	1/8/2015
1	COMPUTER - TABLET	1932612	DMPN7B8JKK11	1/8/2015
1	COMPUTER - TABLET	1932613	DMPN7B0CFK11	1/8/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1932614	DMPN7CUGFK11	1/8/2015
1	COMPUTER - TABLET	1932615	DMPN7DJTFK11	1/8/2015
1	COMPUTER - TABLET	1932616	DMPN7DEGFK11	1/8/2015
1	COMPUTER - TABLET	1932617	DMPN7DHHFK11	1/8/2015
1	COMPUTER - TABLET	1932618	DMPN7DGAFK11	1/8/2015
1	COMPUTER - TABLET	1932619	DMPN7DK2FK11	1/8/2015
1	COMPUTER - TABLET	1932621	DMPN7B3FK11	1/8/2015
1	COMPUTER - TABLET	1932622	DMPN7DCFFK11	1/8/2015
1	COMPUTER - TABLET	1932623	DMPN7CHRFK11	1/8/2015
1	COMPUTER - TABLET	1934396	DMPNXAXWFK10	1/26/2015
1	COMPUTER - TABLET	1934398	DMPNX8AQFK10	1/26/2015
1	COMPUTER - TABLET	1934399	DMPNX88EFK10	1/26/2015
1	COMPUTER - TABLET	1934400	DMPNXAYGFK10	1/26/2015
1	COMPUTER - TABLET	1934401	DMPNX84UFK10	1/26/2015
1	COMPUTER - TABLET	1934402	DMPNX8VHFK10	1/26/2015
1	COMPUTER - TABLET	1934403	DMPNX95DFK10	1/26/2015
1	COMPUTER - TABLET	1934404	DMPNXBWKFK10	1/26/2015
1	COMPUTER - TABLET	1934405	DMPNXAF7FK10	1/26/2015
1	COMPUTER - TABLET	1934041	DMPN8NPMFK10	2/23/2015
1	COMPUTER - TABLET	1935059	DMPP77QSFK10	2/27/2015
1	COMPUTER - TABLET	1935060	DMRP67E1FK10	2/27/2015
1	COMPUTER - TABLET	1935184	DMQP6HN0FK10	3/16/2015
1	COMPUTER - TABLET	1936820	F9FPH8UBFCM5	4/23/2015
1	COMPUTER - TABLET	1936821	F9FPJ18YFCM5	4/23/2015
1	COMPUTER - TABLET	1936825	F9FPJ23EFCM5	4/23/2015
1	COMPUTER - TABLET	1936827	F9FPFKCEFCM5	4/23/2015
1	COMPUTER - TABLET	1936831	F9FPJORNFCM5	4/23/2015
1	COMPUTER - TABLET	1936836	F9FPH45HFCM5	4/23/2015
1	COMPUTER - TABLET	1936841	F9FP94D1FCM5	4/23/2015
1	COMPUTER - TABLET	1936842	F9FP91MEFCM5	4/23/2015
1	COMPUTER - TABLET	1936843	F9FP92UPFCM5	4/23/2015
1	COMPUTER - TABLET	1936969	F9FNVQLXFP84	5/4/2015
1	COMPUTER - TABLET	1936970	F9FNVU9ZFP84	5/4/2015
1	COMPUTER - TABLET	1938509	DMPPD5P4FK10	6/8/2015
1	COMPUTER - TABLET	1938517	DMPPDBCCFK10	6/8/2015
1	COMPUTER - TABLET	1943922	DMPQ499HFK11	8/10/2015
1	COMPUTER - TABLET	1943923	DMPQ4AEPFK11	8/10/2015
1	COMPUTER - TABLET	1943935	DMPQ4B6RFK11	8/10/2015
1	COMPUTER - TABLET	1943936	DMPQ49TLFK11	8/10/2015
1	COMPUTER - TABLET	1943621	DMPPJB9RFK10	8/25/2015
1	COMPUTER - TABLET	1946237	F9FQQJY5FCM5	12/17/2015
1	COMPUTER - TABLET	1946238	F9FQQ8FTFCM5	12/17/2015
1	COMPUTER - TABLET	1946239	F9FQQA31FCM5	12/17/2015
1	COMPUTER - TABLET	1946240	F9FQQL5QFCM5	12/17/2015
1	COMPUTER - TABLET	1946241	F9FQQE7MFCM5	12/17/2015
1	COMPUTER - TABLET	1945395	DMRPD3CDFK10	1/19/2016
1	COMPUTER - TABLET	1945396	DMRPD863FK10	1/19/2016
1	COMPUTER - TABLET	1945397	DMPPCGL8FK10	1/19/2016
1	COMPUTER - TABLET	1945398	DMPPCGHTFK10	1/19/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1945399	DMPPC5FHFK10	1/19/2016
1	COMPUTER - TABLET	1945400	DMQP91W9FK10	1/19/2016
1	COMPUTER - TABLET	1945401	DMTPF320FK10	1/19/2016
1	COMPUTER - TABLET	1944394	F9FPWSJ1FCM5	1/20/2016
1	COMPUTER - TABLET	1944239	DMPQ2H80FCM5	1/20/2016
1	COMPUTER - TABLET	1944244	DMPQ285KFCM5	1/20/2016
1	COMPUTER - TABLET	1944246	DMPQQ9Z7FCM5	1/20/2016
1	COMPUTER - TABLET	1944247	DMPPX1N9FCM5	1/20/2016
1	COMPUTER - TABLET	1944248	DMPQ2ATSFCM5	1/20/2016
1	COMPUTER - TABLET	1947239	DMPR92C9FCM5	3/16/2016
1	COMPUTER - TABLET	1947463	DMPRDHZMG5V1	4/1/2016
1	COMPUTER - TABLET	1946833	DMQQF1AXFK10	4/21/2016
1	COMPUTER - TABLET	1946841	DMQQF6J9FK10	4/21/2016
1	COMPUTER - TABLET	1947744	F9FRHFWFFCM5	5/4/2016
1	COMPUTER - TABLET	1947745	F9FRHGEMFCM5	5/4/2016
1	COMPUTER - TABLET	1947749	F9FRF586FCM5	5/4/2016
1	COMPUTER - TABLET	1947755	F9FRHFX5FCM5	5/4/2016
1	COMPUTER - TABLET	1947757	F9FRHEX5FCM5	5/4/2016
1	COMPUTER - TABLET	1947759	F9FRHHDXFCM5	5/4/2016
1	COMPUTER - TABLET	1947760	F9FRH7WPFCM5	5/4/2016
1	COMPUTER - TABLET	1949241	DN0RQX6TG5VW	6/28/2016
1	COMPUTER - TABLET	1949162	DMPRRL2UG5VW	6/29/2016
1	COMPUTER - TABLET	1949622	F8QQX15BFK10	8/16/2016
1	COMPUTER - TABLET	1950510	DMQS3VH0G5VW	9/7/2016
1	COMPUTER - TABLET	1950585	DMPS93GRG5VW	9/9/2016
1	COMPUTER - TABLET	1949983	F9FRTAGGFCM6	9/12/2016
1	COMPUTER - TABLET	1949984	F9FRT7Z5FCM6	9/12/2016
1	COMPUTER - TABLET	1949986	F9FRTAKQFCM6	9/12/2016
1	COMPUTER - TABLET	1949987	F9FRT8QWFCM6	9/12/2016
1	COMPUTER - TABLET	1949988	F9FRTFADFCM6	9/12/2016
1	COMPUTER - TABLET	1949992	F9FRTCWCFCM6	9/12/2016
1	COMPUTER - TABLET	1949993	F9FRTF1ZFCM6	9/12/2016
1	COMPUTER - TABLET	1949994	F9FRT8K8FCM6	9/12/2016
1	COMPUTER - TABLET	1949995	F9FRTAY2FCM6	9/12/2016
1	COMPUTER - TABLET	1949996	F9FRTETEFM6	9/12/2016
1	COMPUTER - TABLET	1949997	F9FRTCL3FCM6	9/12/2016
1	COMPUTER - TABLET	1949998	F9FRTELDFCM6	9/12/2016
1	COMPUTER - TABLET	1949999	F9FRTAVBFCM6	9/12/2016
1	COMPUTER - TABLET	1950351	F9FRT9TDFCM6	9/12/2016
1	COMPUTER - TABLET	1950352	F9FRTAX0FCM6	9/12/2016
1	COMPUTER - TABLET	1951034	F9GSVD80FCM6	1/17/2017
1	COMPUTER - TABLET	1952822	F9FSVVZSFCM6	1/19/2017
1	COMPUTER - TABLET	1952827	F9FSVPCSFCM6	1/19/2017
1	COMPUTER - TABLET	1952142	DMPSQ1QCG5W1	2/3/2017
1	COMPUTER - TABLET	1952348	DMPT68BCG5W1	2/21/2017
1	COMPUTER - TABLET	1952355	DMPT61ZMG5W1	2/21/2017
1	COMPUTER - TABLET	1952361	DMPT538PG5W1	2/21/2017
1	COMPUTER - TABLET	1955201	DMPTMAG7HLFD	6/19/2017
1	COMPUTER - TABLET	1957470	F9FV9T90HLFD	10/12/2017

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - TABLET	1958806	F9FVCNP2GHKJ	1/24/2018
1	COMPUTER - TABLET	1958805	F9FVDB2EGHKJ	1/24/2018
1	COMPUTER - TABLET	1958810	GCGVV49UHLFD	1/26/2018
1	COMPUTER - TABLET	1958809	GCGVV5X9HLFD	1/26/2018
1	COMPUTER - TABLET	1959238	GG7W40HYHLFD	2/14/2018
1	COMPUTER - TABLET	1959247	GG7W4133HLFD	2/14/2018
1	COMPUTER - TABLET	1959259	GG7W30XXHLFD	2/14/2018
1	COMPUTER - TABLET	1958964	DMPN45H4FK10	3/19/2018
1	COMPUTER - TABLET	1959029	GCWVNBSDHLF9	3/22/2018
1	COMPUTER - TABLET	1959608	F9FW6AH9GHKJ	3/27/2018
1	COMPUTER - TABLET	1959616	F9FW68H7GHKJ	3/27/2018
1	COMPUTER - TABLET	1959620	F9FW67M6GHKJ	3/27/2018
1	COMPUTER - TABLET	1959623	F9FW6B6JGHKJ	3/27/2018
1	COMPUTER - TABLET	1961616	DMPX381XJF8M	8/16/2018
1	COMPUTER - TABLET	1961621	DMPX3LVXJF8M	8/16/2018
1	COMPUTER - TABLET	1961630	DMPX3AKKJF8M	8/16/2018
1	COMPUTER - TABLET	1961632	DMPX38S9JF8M	8/16/2018
1	COMPUTER - TABLET	1961633	DMPX39VTJF8M	8/16/2018
1	COMPUTER - TABLET	1961635	DMPX304QJF8M	8/16/2018
1	COMPUTER - TABLET	1961639	DMPX39NPJF8M	8/16/2018
1	COMPUTER - TABLET	1961640	DMPX37PSJF8M	8/16/2018
1	COMPUTER - TABLET	1961641	DMPX39R8JF8M	8/16/2018
1	COMPUTER - TABLET	1963100	DMQXFA2UJF8J	10/16/2018
1	COMPUTER - TABLET	1963101	DMQXFYBJF8J	10/16/2018
1	COMPUTER - TABLET	1965302	F9FY3JQ0GHKJ	3/1/2019
1	COMPUTER - TABLET	1965305	F9FY3JCRGHKJ	3/1/2019
1	COMPUTER - TABLET	1965311	F9FY3JLMGHKJ	3/1/2019
1	COMPUTER - TABLET	1965336	F9FY3JCEGHKJ	3/1/2019
1	COMPUTER - TABLET	1965451	DMPY2VPPJF8J	3/19/2019
1	COMPUTER - TABLET	1952653	1YJ7YF2	4/27/2017
1	COMPUTER - LAPTOP	1919192	C1MM9JCUPTY3	5/22/2014
1	COMPUTER - LAPTOP	2TKRKQ1	2TKRKQ1	6/27/2011
1	COMPUTER - LAPTOP	1MBPKQ1	1MBPKQ1	6/29/2011
1	COMPUTER - LAPTOP	1K3XKQ1	1K3XKQ1	8/2/2011
1	COMPUTER - LAPTOP	1916316	2N4KSY1	10/23/2013
1	COMPUTER - LAPTOP	C6QT912	C6QT912	9/9/2014
1	COMPUTER - LAPTOP	J0WJ232	J0WJ232	10/29/2014
1	COMPUTER - LAPTOP	52DH932	52DH932	4/13/2015
1	COMPUTER - LAPTOP	7Q0L932	7Q0L932	4/13/2015
1	COMPUTER - LAPTOP	2NHC532	2NHC532	4/13/2015
1	COMPUTER - LAPTOP	H25L932	H25L932	4/13/2015
1	COMPUTER - LAPTOP	76DH932	76DH932	4/13/2015
1	COMPUTER - LAPTOP	HVHC532	HVHC532	4/13/2015
1	COMPUTER - LAPTOP	H2DH932	H2DH932	4/13/2015
1	COMPUTER - LAPTOP	54CFM32	54CFM32	5/28/2015
1	COMPUTER - LAPTOP	CHMDM32	CHMDM32	5/28/2015
1	COMPUTER - LAPTOP	F2YFM32	F2YFM32	5/28/2015
1	COMPUTER - LAPTOP	HC3KM32	HC3KM32	5/28/2015
1	COMPUTER - LAPTOP	20SFM32	20SFM32	5/28/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	9T15M32	9T15M32	6/1/2015
1	COMPUTER - LAPTOP	9DBDB32	9DBDB32	6/1/2015
1	COMPUTER - LAPTOP	224DB32	224DB32	6/1/2015
1	COMPUTER - LAPTOP	CTG8M32	CTG8M32	6/2/2015
1	COMPUTER - LAPTOP	F238M32	F238M32	6/2/2015
1	COMPUTER - LAPTOP	9SW9M32	9SW9M32	6/2/2015
1	COMPUTER - LAPTOP	JH9TM32	JH9TM32	6/2/2015
1	COMPUTER - LAPTOP	F9R3M32	F9R3M32	6/3/2015
1	COMPUTER - LAPTOP	CNDCN32	CNDCN32	6/15/2015
1	COMPUTER - LAPTOP	5BC5R32	5BC5R32	6/15/2015
1	COMPUTER - LAPTOP	6117R32	6117R32	6/15/2015
1	COMPUTER - LAPTOP	6DD9R32	6DD9R32	6/16/2015
1	COMPUTER - LAPTOP	8VJ5R32	8VJ5R32	6/16/2015
1	COMPUTER - LAPTOP	39K5R32	39K5R32	6/16/2015
1	COMPUTER - LAPTOP	H99KM32	H99KM32	6/17/2015
1	COMPUTER - LAPTOP	6WKLM32	6WKLM32	6/18/2015
1	COMPUTER - LAPTOP	HS74R32	HS74R32	6/18/2015
1	COMPUTER - LAPTOP	22KJM32	22KJM32	6/22/2015
1	COMPUTER - LAPTOP	G87FR32	G87FR32	6/22/2015
1	COMPUTER - LAPTOP	FBSLR32	FBSLR32	6/22/2015
1	COMPUTER - LAPTOP	DY55R32	DY55R32	6/22/2015
1	COMPUTER - LAPTOP	FH6LM32	FH6LM32	6/23/2015
1	COMPUTER - LAPTOP	H9SFR32	H9SFR32	6/23/2015
1	COMPUTER - LAPTOP	4PCMR32	4PCMR32	6/29/2015
1	COMPUTER - LAPTOP	HFQ7B32	HFQ7B32	7/20/2015
1	COMPUTER - LAPTOP	34Y6B32	34Y6B32	7/20/2015
1	COMPUTER - LAPTOP	44Y6B32	44Y6B32	7/20/2015
1	COMPUTER - LAPTOP	HGQ7B32	HGQ7B32	7/20/2015
1	COMPUTER - LAPTOP	2FQ7B32	2FQ7B32	7/20/2015
1	COMPUTER - LAPTOP	59S7B32	59S7B32	7/20/2015
1	COMPUTER - LAPTOP	4HQ7B32	4HQ7B32	7/20/2015
1	COMPUTER - LAPTOP	6FQ7B32	6FQ7B32	7/20/2015
1	COMPUTER - LAPTOP	BGQ7B32	BGQ7B32	7/20/2015
1	COMPUTER - LAPTOP	CFQ7B32	CFQ7B32	7/20/2015
1	COMPUTER - LAPTOP	JFQ7B32	JFQ7B32	7/20/2015
1	COMPUTER - LAPTOP	JGQ7B32	JGQ7B32	7/20/2015
1	COMPUTER - LAPTOP	6DQ7B32	6DQ7B32	7/20/2015
1	COMPUTER - LAPTOP	BFQ7B32	BFQ7B32	7/20/2015
1	COMPUTER - LAPTOP	FFQ7B32	FFQ7B32	7/20/2015
1	COMPUTER - LAPTOP	DGQ7B32	DGQ7B32	7/20/2015
1	COMPUTER - LAPTOP	11S7B32	11S7B32	7/20/2015
1	COMPUTER - LAPTOP	3GQ7B32	3GQ7B32	7/20/2015
1	COMPUTER - LAPTOP	CDQ7B32	CDQ7B32	7/20/2015
1	COMPUTER - LAPTOP	FBS7B32	FBS7B32	7/20/2015
1	COMPUTER - LAPTOP	2HQ7B32	2HQ7B32	7/20/2015
1	COMPUTER - LAPTOP	4GQ7B32	4GQ7B32	7/20/2015
1	COMPUTER - LAPTOP	8GPRY52	8GPRY52	9/4/2015
1	COMPUTER - LAPTOP	JMVRK52	JMVRK52	9/10/2015
1	COMPUTER - LAPTOP	BCBVK52	BCBVK52	9/10/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	HG6ZJ52	HG6ZJ52	9/28/2015
1	COMPUTER - LAPTOP	4G6ZJ52	4G6ZJ52	9/28/2015
1	COMPUTER - LAPTOP	FG6ZJ52	FG6ZJ52	9/28/2015
1	COMPUTER - LAPTOP	GH6ZJ52	GH6ZJ52	9/28/2015
1	COMPUTER - LAPTOP	BFL8M52	BFL8M52	9/30/2015
1	COMPUTER - LAPTOP	812TM52	812TM52	10/27/2015
1	COMPUTER - LAPTOP	BC0TM52	BC0TM52	10/27/2015
1	COMPUTER - LAPTOP	3Z1TM52	3Z1TM52	10/27/2015
1	COMPUTER - LAPTOP	BG0TM52	BG0TM52	10/27/2015
1	COMPUTER - LAPTOP	802TM52	802TM52	10/27/2015
1	COMPUTER - LAPTOP	DZ1TM52	DZ1TM52	10/27/2015
1	COMPUTER - LAPTOP	CZ1TM52	CZ1TM52	10/27/2015
1	COMPUTER - LAPTOP	4J0TM52	4J0TM52	10/27/2015
1	COMPUTER - LAPTOP	1K0TM52	1K0TM52	10/27/2015
1	COMPUTER - LAPTOP	DJ0TM52	DJ0TM52	10/27/2015
1	COMPUTER - LAPTOP	CK0TM52	CK0TM52	10/27/2015
1	COMPUTER - LAPTOP	9Z1TM52	9Z1TM52	10/27/2015
1	COMPUTER - LAPTOP	D02TM52	D02TM52	10/27/2015
1	COMPUTER - LAPTOP	712TM52	712TM52	10/27/2015
1	COMPUTER - LAPTOP	4C0TM52	4C0TM52	10/27/2015
1	COMPUTER - LAPTOP	4D0TM52	4D0TM52	10/27/2015
1	COMPUTER - LAPTOP	5C0TM52	5C0TM52	10/27/2015
1	COMPUTER - LAPTOP	3L0TM52	3L0TM52	10/27/2015
1	COMPUTER - LAPTOP	4F0TM52	4F0TM52	10/27/2015
1	COMPUTER - LAPTOP	1J0TM52	1J0TM52	10/27/2015
1	COMPUTER - LAPTOP	FWLVM52	FWLVM52	10/27/2015
1	COMPUTER - LAPTOP	DF0TM52	DF0TM52	10/27/2015
1	COMPUTER - LAPTOP	BL0TM52	BL0TM52	10/27/2015
1	COMPUTER - LAPTOP	3C0TM52	3C0TM52	10/27/2015
1	COMPUTER - LAPTOP	5K0TM52	5K0TM52	10/27/2015
1	COMPUTER - LAPTOP	2L0TM52	2L0TM52	10/27/2015
1	COMPUTER - LAPTOP	HL0TM52	HL0TM52	10/27/2015
1	COMPUTER - LAPTOP	GC0TM52	GC0TM52	10/27/2015
1	COMPUTER - LAPTOP	7C0TM52	7C0TM52	10/27/2015
1	COMPUTER - LAPTOP	9F0TM52	9F0TM52	10/27/2015
1	COMPUTER - LAPTOP	4XLVM52	4XLVM52	10/27/2015
1	COMPUTER - LAPTOP	702TM52	702TM52	10/27/2015
1	COMPUTER - LAPTOP	GL0TM52	GL0TM52	10/27/2015
1	COMPUTER - LAPTOP	8G0TM52	8G0TM52	10/27/2015
1	COMPUTER - LAPTOP	302TM52	302TM52	10/27/2015
1	COMPUTER - LAPTOP	CL0TM52	CL0TM52	10/27/2015
1	COMPUTER - LAPTOP	C02TM52	C02TM52	10/27/2015
1	COMPUTER - LAPTOP	8L0TM52	8L0TM52	10/27/2015
1	COMPUTER - LAPTOP	8Z1TM52	8Z1TM52	10/27/2015
1	COMPUTER - LAPTOP	7J0TM52	7J0TM52	10/27/2015
1	COMPUTER - LAPTOP	9L0TM52	9L0TM52	10/27/2015
1	COMPUTER - LAPTOP	B12TM52	B12TM52	10/27/2015
1	COMPUTER - LAPTOP	6F0TM52	6F0TM52	10/27/2015
1	COMPUTER - LAPTOP	512TM52	512TM52	10/27/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	7L0TM52	7L0TM52	10/27/2015
1	COMPUTER - LAPTOP	CFY9P52	CFY9P52	11/19/2015
1	COMPUTER - LAPTOP	F25MP52	F25MP52	12/3/2015
1	COMPUTER - LAPTOP	GH4MP52	GH4MP52	12/3/2015
1	COMPUTER - LAPTOP	455MP52	455MP52	12/3/2015
1	COMPUTER - LAPTOP	1HLMP52	1HLMP52	12/3/2015
1	COMPUTER - LAPTOP	345MP52	345MP52	12/3/2015
1	COMPUTER - LAPTOP	D35MP52	D35MP52	12/3/2015
1	COMPUTER - LAPTOP	DH4MP52	DH4MP52	12/3/2015
1	COMPUTER - LAPTOP	4H4MP52	4H4MP52	12/3/2015
1	COMPUTER - LAPTOP	F45MP52	F45MP52	12/3/2015
1	COMPUTER - LAPTOP	7H4MP52	7H4MP52	12/3/2015
1	COMPUTER - LAPTOP	9H4MP52	9H4MP52	12/3/2015
1	COMPUTER - LAPTOP	J25MP52	J25MP52	12/3/2015
1	COMPUTER - LAPTOP	1J4MP52	1J4MP52	12/3/2015
1	COMPUTER - LAPTOP	G45MP52	G45MP52	12/3/2015
1	COMPUTER - LAPTOP	545MP52	545MP52	12/3/2015
1	COMPUTER - LAPTOP	945MP52	945MP52	12/3/2015
1	COMPUTER - LAPTOP	B55MP52	B55MP52	12/3/2015
1	COMPUTER - LAPTOP	CH4MP52	CH4MP52	12/3/2015
1	COMPUTER - LAPTOP	DZ9QP52	DZ9QP52	12/14/2015
1	COMPUTER - LAPTOP	59FQP52	59FQP52	12/14/2015
1	COMPUTER - LAPTOP	70BQP52	70BQP52	12/14/2015
1	COMPUTER - LAPTOP	89FQP52	89FQP52	12/14/2015
1	COMPUTER - LAPTOP	H1BQP52	H1BQP52	12/14/2015
1	COMPUTER - LAPTOP	71BQP52	71BQP52	12/14/2015
1	COMPUTER - LAPTOP	58FQP52	58FQP52	12/14/2015
1	COMPUTER - LAPTOP	8BFQP52	8BFQP52	12/14/2015
1	COMPUTER - LAPTOP	CJTG982	CJTG982	3/14/2016
1	COMPUTER - LAPTOP	GJTG982	GJTG982	3/14/2016
1	COMPUTER - LAPTOP	2HTG982	2HTG982	3/14/2016
1	COMPUTER - LAPTOP	3LVG982	3LVG982	3/14/2016
1	COMPUTER - LAPTOP	7JTG982	7JTG982	3/14/2016
1	COMPUTER - LAPTOP	HHTG982	HHTG982	3/14/2016
1	COMPUTER - LAPTOP	H1TDB82	H1TDB82	3/14/2016
1	COMPUTER - LAPTOP	80TDB82	80TDB82	3/14/2016
1	COMPUTER - LAPTOP	71TDB82	71TDB82	3/14/2016
1	COMPUTER - LAPTOP	31TDB82	31TDB82	3/14/2016
1	COMPUTER - LAPTOP	61TDB82	61TDB82	3/14/2016
1	COMPUTER - LAPTOP	B0TDB82	B0TDB82	3/14/2016
1	COMPUTER - LAPTOP	91TDB82	91TDB82	3/14/2016
1	COMPUTER - LAPTOP	B2TDB82	B2TDB82	3/14/2016
1	COMPUTER - LAPTOP	C1TDB82	C1TDB82	3/14/2016
1	COMPUTER - LAPTOP	7869C82	7869C82	4/12/2016
1	COMPUTER - LAPTOP	5C37782	5C37782	4/29/2016
1	COMPUTER - LAPTOP	BK26782	BK26782	4/29/2016
1	COMPUTER - LAPTOP	1S27782	1S27782	4/29/2016
1	COMPUTER - LAPTOP	9K27782	9K27782	4/29/2016
1	COMPUTER - LAPTOP	4K27782	4K27782	4/29/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	5537782	5537782	4/29/2016
1	COMPUTER - LAPTOP	BM27782	BM27782	4/29/2016
1	COMPUTER - LAPTOP	4M27782	4M27782	4/29/2016
1	COMPUTER - LAPTOP	HF37782	HF37782	4/29/2016
1	COMPUTER - LAPTOP	FT27782	FT27782	4/29/2016
1	COMPUTER - LAPTOP	3K27782	3K27782	4/29/2016
1	COMPUTER - LAPTOP	HR27782	HR27782	4/29/2016
1	COMPUTER - LAPTOP	F537782	F537782	4/29/2016
1	COMPUTER - LAPTOP	B537782	B537782	4/29/2016
1	COMPUTER - LAPTOP	CR27782	CR27782	4/29/2016
1	COMPUTER - LAPTOP	9T27782	9T27782	4/29/2016
1	COMPUTER - LAPTOP	JT27782	JT27782	4/29/2016
1	COMPUTER - LAPTOP	3537782	3537782	4/29/2016
1	COMPUTER - LAPTOP	C337782	C337782	4/29/2016
1	COMPUTER - LAPTOP	G437782	G437782	4/29/2016
1	COMPUTER - LAPTOP	FG26782	FG26782	4/29/2016
1	COMPUTER - LAPTOP	FR27782	FR27782	4/29/2016
1	COMPUTER - LAPTOP	9337782	9337782	4/29/2016
1	COMPUTER - LAPTOP	8537782	8537782	4/29/2016
1	COMPUTER - LAPTOP	1337782	1337782	4/29/2016
1	COMPUTER - LAPTOP	2337782	2337782	4/29/2016
1	COMPUTER - LAPTOP	6437782	6437782	4/29/2016
1	COMPUTER - LAPTOP	DL26782	DL26782	4/29/2016
1	COMPUTER - LAPTOP	9M26782	9M26782	4/29/2016
1	COMPUTER - LAPTOP	5H26782	5H26782	4/29/2016
1	COMPUTER - LAPTOP	HS27782	HS27782	4/29/2016
1	COMPUTER - LAPTOP	1T27782	1T27782	4/29/2016
1	COMPUTER - LAPTOP	J437782	J437782	4/29/2016
1	COMPUTER - LAPTOP	5M27782	5M27782	4/29/2016
1	COMPUTER - LAPTOP	3R27782	3R27782	4/29/2016
1	COMPUTER - LAPTOP	FM26782	FM26782	4/29/2016
1	COMPUTER - LAPTOP	9H26782	9H26782	4/29/2016
1	COMPUTER - LAPTOP	D337782	D337782	4/29/2016
1	COMPUTER - LAPTOP	H437782	H437782	4/29/2016
1	COMPUTER - LAPTOP	8D37782	8D37782	4/29/2016
1	COMPUTER - LAPTOP	BL26782	BL26782	4/29/2016
1	COMPUTER - LAPTOP	5K26782	5K26782	4/29/2016
1	COMPUTER - LAPTOP	6F37782	6F37782	4/29/2016
1	COMPUTER - LAPTOP	BT27782	BT27782	4/29/2016
1	COMPUTER - LAPTOP	JF37782	JF37782	4/29/2016
1	COMPUTER - LAPTOP	9537782	9537782	4/29/2016
1	COMPUTER - LAPTOP	8337782	8337782	4/29/2016
1	COMPUTER - LAPTOP	DH26782	DH26782	4/29/2016
1	COMPUTER - LAPTOP	FH26782	FH26782	4/29/2016
1	COMPUTER - LAPTOP	4K26782	4K26782	4/29/2016
1	COMPUTER - LAPTOP	5T27782	5T27782	4/29/2016
1	COMPUTER - LAPTOP	9S27782	9S27782	4/29/2016
1	COMPUTER - LAPTOP	6M26782	6M26782	4/29/2016
1	COMPUTER - LAPTOP	BD37782	BD37782	4/29/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	HJ26782	HJ26782	4/29/2016
1	COMPUTER - LAPTOP	GT27782	GT27782	4/29/2016
1	COMPUTER - LAPTOP	8J26782	8J26782	4/29/2016
1	COMPUTER - LAPTOP	G337782	G337782	4/29/2016
1	COMPUTER - LAPTOP	F337782	F337782	4/29/2016
1	COMPUTER - LAPTOP	DD37782	DD37782	4/29/2016
1	COMPUTER - LAPTOP	6537782	6537782	4/29/2016
1	COMPUTER - LAPTOP	7K26782	7K26782	4/29/2016
1	COMPUTER - LAPTOP	2F37782	2F37782	4/29/2016
1	COMPUTER - LAPTOP	B337782	B337782	4/29/2016
1	COMPUTER - LAPTOP	1KHRD82	1KHRD82	5/10/2016
1	COMPUTER - LAPTOP	3FFRD82	3FFRD82	5/10/2016
1	COMPUTER - LAPTOP	7KHRD82	7KHRD82	5/10/2016
1	COMPUTER - LAPTOP	9298DC2	9298DC2	6/6/2016
1	COMPUTER - LAPTOP	4F5NDC2	4F5NDC2	6/14/2016
1	COMPUTER - LAPTOP	D11NDC2	D11NDC2	6/14/2016
1	COMPUTER - LAPTOP	95RMDC2	95RMDC2	6/14/2016
1	COMPUTER - LAPTOP	B31NDC2	B31NDC2	6/14/2016
1	COMPUTER - LAPTOP	9Q40D82	9Q40D82	6/23/2016
1	COMPUTER - LAPTOP	3NH4VB2	3NH4VB2	6/30/2016
1	COMPUTER - LAPTOP	GMH4VB2	GMH4VB2	6/30/2016
1	COMPUTER - LAPTOP	1MH4VB2	1MH4VB2	6/30/2016
1	COMPUTER - LAPTOP	9XR5VB2	9XR5VB2	6/30/2016
1	COMPUTER - LAPTOP	FXR5VB2	FXR5VB2	6/30/2016
1	COMPUTER - LAPTOP	JKH4VB2	JKH4VB2	6/30/2016
1	COMPUTER - LAPTOP	BLH4VB2	BLH4VB2	6/30/2016
1	COMPUTER - LAPTOP	JNG4F82	JNG4F82	6/30/2016
1	COMPUTER - LAPTOP	HJG4F82	HJG4F82	6/30/2016
1	COMPUTER - LAPTOP	2M16KC2	2M16KC2	8/9/2016
1	COMPUTER - LAPTOP	BCGBZB2	BCGBZB2	8/12/2016
1	COMPUTER - LAPTOP	9CGBZB2	9CGBZB2	8/12/2016
1	COMPUTER - LAPTOP	10YDXB2	10YDXB2	8/12/2016
1	COMPUTER - LAPTOP	51YDXB2	51YDXB2	8/12/2016
1	COMPUTER - LAPTOP	52YDXB2	52YDXB2	8/12/2016
1	COMPUTER - LAPTOP	CZXDxB2	CZXDxB2	8/12/2016
1	COMPUTER - LAPTOP	B0YDXB2	B0YDXB2	8/12/2016
1	COMPUTER - LAPTOP	62YDXB2	62YDXB2	8/12/2016
1	COMPUTER - LAPTOP	DZXDxB2	DZXDxB2	8/12/2016
1	COMPUTER - LAPTOP	G1YDXB2	G1YDXB2	8/12/2016
1	COMPUTER - LAPTOP	JZXDxB2	JZXDxB2	8/12/2016
1	COMPUTER - LAPTOP	90YDXB2	90YDXB2	8/12/2016
1	COMPUTER - LAPTOP	C1YDXB2	C1YDXB2	8/12/2016
1	COMPUTER - LAPTOP	11YDXB2	11YDXB2	8/12/2016
1	COMPUTER - LAPTOP	30YDXB2	30YDXB2	8/12/2016
1	COMPUTER - LAPTOP	81YDXB2	81YDXB2	8/12/2016
1	COMPUTER - LAPTOP	F0YDXB2	F0YDXB2	8/12/2016
1	COMPUTER - LAPTOP	F1YDXB2	F1YDXB2	8/12/2016
1	COMPUTER - LAPTOP	H3N8XB2	H3N8XB2	8/12/2016
1	COMPUTER - LAPTOP	F5N8XB2	F5N8XB2	8/12/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	D2N8XB2	D2N8XB2	8/12/2016
1	COMPUTER - LAPTOP	G8N8XB2	G8N8XB2	8/12/2016
1	COMPUTER - LAPTOP	J7N8XB2	J7N8XB2	8/12/2016
1	COMPUTER - LAPTOP	D9N8XB2	D9N8XB2	8/12/2016
1	COMPUTER - LAPTOP	77N8XB2	77N8XB2	8/12/2016
1	COMPUTER - LAPTOP	5BN8XB2	5BN8XB2	8/12/2016
1	COMPUTER - LAPTOP	4BN8XB2	4BN8XB2	8/12/2016
1	COMPUTER - LAPTOP	29N8XB2	29N8XB2	8/12/2016
1	COMPUTER - LAPTOP	FBN8XB2	FBN8XB2	8/12/2016
1	COMPUTER - LAPTOP	97N8XB2	97N8XB2	8/12/2016
1	COMPUTER - LAPTOP	J9N8XB2	J9N8XB2	8/12/2016
1	COMPUTER - LAPTOP	F7N8XB2	F7N8XB2	8/12/2016
1	COMPUTER - LAPTOP	78N8XB2	78N8XB2	8/12/2016
1	COMPUTER - LAPTOP	93N8XB2	93N8XB2	8/12/2016
1	COMPUTER - LAPTOP	9BN8XB2	9BN8XB2	8/12/2016
1	COMPUTER - LAPTOP	C4N8XB2	C4N8XB2	8/12/2016
1	COMPUTER - LAPTOP	48N8XB2	48N8XB2	8/12/2016
1	COMPUTER - LAPTOP	95N8XB2	95N8XB2	8/12/2016
1	COMPUTER - LAPTOP	C3N8XB2	C3N8XB2	8/12/2016
1	COMPUTER - LAPTOP	J2N8XB2	J2N8XB2	8/12/2016
1	COMPUTER - LAPTOP	B2N8XB2	B2N8XB2	8/12/2016
1	COMPUTER - LAPTOP	B3N8XB2	B3N8XB2	8/12/2016
1	COMPUTER - LAPTOP	24N8XB2	24N8XB2	8/12/2016
1	COMPUTER - LAPTOP	B5N8XB2	B5N8XB2	8/12/2016
1	COMPUTER - LAPTOP	HSLHYB2	HSLHYB2	8/18/2016
1	COMPUTER - LAPTOP	C6NHYB2	C6NHYB2	8/18/2016
1	COMPUTER - LAPTOP	8QKHBY2	8QKHBY2	8/18/2016
1	COMPUTER - LAPTOP	76NHYB2	76NHYB2	8/18/2016
1	COMPUTER - LAPTOP	22NHYB2	22NHYB2	8/18/2016
1	COMPUTER - LAPTOP	9SLHYB2	9SLHYB2	8/18/2016
1	COMPUTER - LAPTOP	17PHYB2	17PHYB2	8/18/2016
1	COMPUTER - LAPTOP	C3NHYB2	C3NHYB2	8/18/2016
1	COMPUTER - LAPTOP	21JKXB2	21JKXB2	8/18/2016
1	COMPUTER - LAPTOP	11JKXB2	11JKXB2	8/18/2016
1	COMPUTER - LAPTOP	BQKKXB2	BQKKXB2	8/18/2016
1	COMPUTER - LAPTOP	CQKKXB2	CQKKXB2	8/18/2016
1	COMPUTER - LAPTOP	51JKXB2	51JKXB2	8/18/2016
1	COMPUTER - LAPTOP	32KKXB2	32KKXB2	8/18/2016
1	COMPUTER - LAPTOP	H0KKXB2	H0KKXB2	8/18/2016
1	COMPUTER - LAPTOP	8SKKXB2	8SKKXB2	8/18/2016
1	COMPUTER - LAPTOP	11KKXB2	11KKXB2	8/18/2016
1	COMPUTER - LAPTOP	7QKKXB2	7QKKXB2	8/18/2016
1	COMPUTER - LAPTOP	1SKKXB2	1SKKXB2	8/18/2016
1	COMPUTER - LAPTOP	FRKKXB2	FRKKXB2	8/18/2016
1	COMPUTER - LAPTOP	DQKKXB2	DQKKXB2	8/18/2016
1	COMPUTER - LAPTOP	8RKKXB2	8RKKXB2	8/18/2016
1	COMPUTER - LAPTOP	GPKKXB2	GPKKXB2	8/18/2016
1	COMPUTER - LAPTOP	DRKKXB2	DRKKXB2	8/18/2016
1	COMPUTER - LAPTOP	3SKKXB2	3SKKXB2	8/18/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	DPKKXB2	DPKKXB2	8/18/2016
1	COMPUTER - LAPTOP	BSKKXB2	BSKKXB2	8/18/2016
1	COMPUTER - LAPTOP	42KKXB2	42KKXB2	8/18/2016
1	COMPUTER - LAPTOP	79PTMC2	79PTMC2	9/6/2016
1	COMPUTER - LAPTOP	1X4B2C2	1X4B2C2	10/13/2016
1	COMPUTER - LAPTOP	BXGV3C2	BXGV3C2	11/3/2016
1	COMPUTER - LAPTOP	8L3GSC2	8L3GSC2	11/29/2016
1	COMPUTER - LAPTOP	CS9X1F2	CS9X1F2	3/21/2017
1	COMPUTER - LAPTOP	7TLB2F2	7TLB2F2	5/4/2017
1	COMPUTER - LAPTOP	1F7H5F2	1F7H5F2	5/9/2017
1	COMPUTER - LAPTOP	5KZJ5F2	5KZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	9HZJ5F2	9HZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	CGZJ5F2	CGZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	CHZJ5F2	CHZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	GGZJ5F2	GGZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	HKZJ5F2	HKZJ5F2	5/9/2017
1	COMPUTER - LAPTOP	1SZJ5F2	1SZJ5F2	5/23/2017
1	COMPUTER - LAPTOP	5SZJ5F2	5SZJ5F2	5/23/2017
1	COMPUTER - LAPTOP	9CZJ5F2	9CZJ5F2	5/23/2017
1	COMPUTER - LAPTOP	CJZJ5F2	CJZJ5F2	5/23/2017
1	COMPUTER - LAPTOP	HBZJ5F2	HBZJ5F2	5/23/2017
1	COMPUTER - LAPTOP	JV1V2H2	JV1V2H2	5/23/2017
1	COMPUTER - LAPTOP	7KZJ5F2	7KZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	2DZJ5F2	2DZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	2BZJ5F2	2BZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	6GZJ5F2	6GZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	6FZJ5F2	6FZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	7HZJ5F2	7HZJ5F2	6/5/2017
1	COMPUTER - LAPTOP	9P8L6F2	9P8L6F2	6/19/2017
1	COMPUTER - LAPTOP	B6V16F2	B6V16F2	6/19/2017
1	COMPUTER - LAPTOP	20V16F2	20V16F2	6/19/2017
1	COMPUTER - LAPTOP	9ZT16F2	9ZT16F2	6/19/2017
1	COMPUTER - LAPTOP	55X46F2	55X46F2	6/19/2017
1	COMPUTER - LAPTOP	B5X46F2	B5X46F2	6/19/2017
1	COMPUTER - LAPTOP	60V16F2	60V16F2	6/23/2017
1	COMPUTER - LAPTOP	HYT16F2	HYT16F2	6/28/2017
1	COMPUTER - LAPTOP	632NNJ2	632NNJ2	9/19/2017
1	COMPUTER - LAPTOP	J22NNJ2	J22NNJ2	9/19/2017
1	COMPUTER - LAPTOP	1YC5PJ2	1YC5PJ2	9/28/2017
1	COMPUTER - LAPTOP	HH37RJ2	HH37RJ2	10/6/2017
1	COMPUTER - LAPTOP	5C47RJ2	5C47RJ2	10/6/2017
1	COMPUTER - LAPTOP	9C47RJ2	9C47RJ2	10/6/2017
1	COMPUTER - LAPTOP	3K37RJ2	3K37RJ2	10/6/2017
1	COMPUTER - LAPTOP	2W37RJ2	2W37RJ2	10/6/2017
1	COMPUTER - LAPTOP	4J37RJ2	4J37RJ2	10/6/2017
1	COMPUTER - LAPTOP	41R93L2	41R93L2	1/16/2018
1	COMPUTER - LAPTOP	61R93L2	61R93L2	1/16/2018
1	COMPUTER - LAPTOP	21R93L2	21R93L2	1/16/2018
1	COMPUTER - LAPTOP	G1R93L2	G1R93L2	1/16/2018

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	71R93L2	71R93L2	1/16/2018
1	COMPUTER - LAPTOP	B1R93L2	B1R93L2	1/16/2018
1	COMPUTER - LAPTOP	51R93L2	51R93L2	1/16/2018
1	COMPUTER - LAPTOP	C1R93L2	C1R93L2	1/16/2018
1	COMPUTER - LAPTOP	D1R93L2	D1R93L2	1/16/2018
1	COMPUTER - LAPTOP	31R93L2	31R93L2	1/16/2018
1	COMPUTER - LAPTOP	F1R93L2	F1R93L2	1/16/2018
1	COMPUTER - LAPTOP	2L8V2K2	2L8V2K2	1/30/2018
1	COMPUTER - LAPTOP	4N8V2K2	4N8V2K2	1/30/2018
1	COMPUTER - LAPTOP	9H8V2K2	9H8V2K2	1/30/2018
1	COMPUTER - LAPTOP	2J8V2K2	2J8V2K2	1/30/2018
1	COMPUTER - LAPTOP	BH8V2K2	BH8V2K2	1/30/2018
1	COMPUTER - LAPTOP	HG8V2K2	HG8V2K2	1/30/2018
1	COMPUTER - LAPTOP	1N8V2K2	1N8V2K2	1/30/2018
1	COMPUTER - LAPTOP	GH8V2K2	GH8V2K2	1/30/2018
1	COMPUTER - LAPTOP	6J8V2K2	6J8V2K2	1/30/2018
1	COMPUTER - LAPTOP	8K8V2K2	8K8V2K2	1/30/2018
1	COMPUTER - LAPTOP	HH8V2K2	HH8V2K2	1/30/2018
1	COMPUTER - LAPTOP	9K8V2K2	9K8V2K2	1/30/2018
1	COMPUTER - LAPTOP	3QVP4L2	3QVP4L2	2/14/2018
1	COMPUTER - LAPTOP	1VVP4L2	1VVP4L2	2/15/2018
1	COMPUTER - LAPTOP	3PVP4L2	3PVP4L2	2/15/2018
1	COMPUTER - LAPTOP	5PVP4L2	5PVP4L2	2/15/2018
1	COMPUTER - LAPTOP	6PVP4L2	6PVP4L2	2/15/2018
1	COMPUTER - LAPTOP	7QVP4L2	7QVP4L2	2/15/2018
1	COMPUTER - LAPTOP	8PVP4L2	8PVP4L2	2/15/2018
1	COMPUTER - LAPTOP	8QVP4L2	8QVP4L2	2/15/2018
1	COMPUTER - LAPTOP	CTVP4L2	CTVP4L2	2/15/2018
1	COMPUTER - LAPTOP	DTVP4L2	DTVP4L2	2/15/2018
1	COMPUTER - LAPTOP	FPVP4L2	FPVP4L2	2/15/2018
1	COMPUTER - LAPTOP	BY473L2	BY473L2	2/26/2018
1	COMPUTER - LAPTOP	CQ473L2	CQ473L2	2/26/2018
1	COMPUTER - LAPTOP	D7473L2	D7473L2	2/26/2018
1	COMPUTER - LAPTOP	CY473L2	CY473L2	2/26/2018
1	COMPUTER - LAPTOP	CZ473L2	CZ473L2	2/26/2018
1	COMPUTER - LAPTOP	2Z473L2	2Z473L2	2/26/2018
1	COMPUTER - LAPTOP	3Y473L2	3Y473L2	2/26/2018
1	COMPUTER - LAPTOP	FP473L2	FP473L2	2/26/2018
1	COMPUTER - LAPTOP	GM473L2	GM473L2	2/26/2018
1	COMPUTER - LAPTOP	FQ473L2	FQ473L2	2/26/2018
1	COMPUTER - LAPTOP	6Z473L2	6Z473L2	2/26/2018
1	COMPUTER - LAPTOP	HY473L2	HY473L2	2/26/2018
1	COMPUTER - LAPTOP	9M473L2	9M473L2	2/26/2018
1	COMPUTER - LAPTOP	FY473L2	FY473L2	2/26/2018
1	COMPUTER - LAPTOP	8TK85L2	8TK85L2	3/12/2018
1	COMPUTER - LAPTOP	JFLT4L2	JFLT4L2	3/20/2018
1	COMPUTER - LAPTOP	1LPV4L2	1LPV4L2	3/20/2018
1	COMPUTER - LAPTOP	7LPV4L2	7LPV4L2	3/20/2018
1	COMPUTER - LAPTOP	9LPV4L2	9LPV4L2	3/20/2018

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	9BQM5L2	9BQM5L2	3/21/2018
1	COMPUTER - LAPTOP	5CQM5L2	5CQM5L2	3/21/2018
1	COMPUTER - LAPTOP	1QNM5L2	1QNM5L2	4/23/2018
1	COMPUTER - LAPTOP	9QNM5L2	9QNM5L2	4/23/2018
1	COMPUTER - LAPTOP	CKG5BL2	CKG5BL2	6/13/2018
1	COMPUTER - LAPTOP	DHG5BL2	DHG5BL2	6/13/2018
1	COMPUTER - LAPTOP	9JG5BL2	9JG5BL2	6/13/2018
1	COMPUTER - LAPTOP	5KF5BL2	5KF5BL2	6/14/2018
1	COMPUTER - LAPTOP	4HF5BL2	4HF5BL2	6/14/2018
1	COMPUTER - LAPTOP	HWF5BL2	HWF5BL2	6/14/2018
1	COMPUTER - LAPTOP	GGF5BL2	GGF5BL2	6/14/2018
1	COMPUTER - LAPTOP	8LF5BL2	8LF5BL2	6/14/2018
1	COMPUTER - LAPTOP	4LF5BL2	4LF5BL2	6/14/2018
1	COMPUTER - LAPTOP	3HF5BL2	3HF5BL2	6/14/2018
1	COMPUTER - LAPTOP	9YD5BL2	9YD5BL2	6/14/2018
1	COMPUTER - LAPTOP	1XF5BL2	1XF5BL2	6/14/2018
1	COMPUTER - LAPTOP	8XF5BL2	8XF5BL2	6/14/2018
1	COMPUTER - LAPTOP	BVRBCL2	BVRBCL2	6/25/2018
1	COMPUTER - LAPTOP	GSRBCL2	GSRBCL2	6/25/2018
1	COMPUTER - LAPTOP	4RQBCL2	4RQBCL2	6/25/2018
1	COMPUTER - LAPTOP	H7SBCL2	H7SBCL2	6/25/2018
1	COMPUTER - LAPTOP	FMRBCL2	FMRBCL2	6/25/2018
1	COMPUTER - LAPTOP	FT4DCL2	FT4DCL2	7/24/2018
1	COMPUTER - LAPTOP	BFRBCL2	BFRBCL2	7/24/2018
1	COMPUTER - LAPTOP	1N4DCL2	1N4DCL2	7/24/2018
1	COMPUTER - LAPTOP	DDQBCL2	DDQBCL2	7/24/2018
1	COMPUTER - LAPTOP	5FTPYN2	5FTPYN2	9/6/2018
1	COMPUTER - LAPTOP	3DTPYN2	3DTPYN2	9/6/2018
1	COMPUTER - LAPTOP	1FTPYN2	1FTPYN2	9/6/2018
1	COMPUTER - LAPTOP	6FTPYN2	6FTPYN2	9/6/2018
1	COMPUTER - LAPTOP	9FTPYN2	9FTPYN2	9/6/2018
1	COMPUTER - LAPTOP	2DTPYN2	2DTPYN2	9/6/2018
1	COMPUTER - LAPTOP	3FTPYN2	3FTPYN2	9/6/2018
1	COMPUTER - LAPTOP	FF5QYN2	FF5QYN2	9/6/2018
1	COMPUTER - LAPTOP	1DTPYN2	1DTPYN2	9/6/2018
1	COMPUTER - LAPTOP	BFTPYN2	BFTPYN2	9/6/2018
1	COMPUTER - LAPTOP	9X260P2	9X260P2	10/15/2018
1	COMPUTER - LAPTOP	B7HQXN2	B7HQXN2	10/25/2018
1	COMPUTER - LAPTOP	D8HQXN2	D8HQXN2	10/25/2018
1	COMPUTER - LAPTOP	D7HQXN2	D7HQXN2	10/25/2018
1	COMPUTER - LAPTOP	6WGXN2	6WGXN2	10/25/2018
1	COMPUTER - LAPTOP	3VQXN2	3VQXN2	10/25/2018
1	COMPUTER - LAPTOP	HVGXN2	HVGXN2	10/25/2018
1	COMPUTER - LAPTOP	BHHQXN2	BHHQXN2	10/25/2018
1	COMPUTER - LAPTOP	4BZR2P2	4BZR2P2	12/6/2018
1	COMPUTER - LAPTOP	HVS94P2	HVS94P2	1/15/2019
1	COMPUTER - LAPTOP	5YS94P2	5YS94P2	1/15/2019
1	COMPUTER - LAPTOP	7XS94P2	7XS94P2	1/15/2019
1	COMPUTER - LAPTOP	81T94P2	81T94P2	1/15/2019

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	5WS94P2	5WS94P2	1/15/2019
1	COMPUTER - LAPTOP	1YS94P2	1YS94P2	1/15/2019
1	COMPUTER - LAPTOP	FWS94P2	FWS94P2	1/15/2019
1	COMPUTER - LAPTOP	7WS94P2	7WS94P2	1/15/2019
1	COMPUTER - LAPTOP	6N825P2	6N825P2	2/7/2019
1	COMPUTER - LAPTOP	3M825P2	3M825P2	2/7/2019
1	COMPUTER - LAPTOP	9M825P2	9M825P2	2/7/2019
1	COMPUTER - LAPTOP	BM825P2	BM825P2	2/7/2019
1	COMPUTER - LAPTOP	FM825P2	FM825P2	2/7/2019
1	COMPUTER - LAPTOP	5M825P2	5M825P2	2/7/2019
1	COMPUTER - LAPTOP	CN825P2	CN825P2	2/7/2019
1	COMPUTER - LAPTOP	GN825P2	GN825P2	2/7/2019
1	COMPUTER - LAPTOP	1N825P2	1N825P2	2/7/2019
1	COMPUTER - LAPTOP	7N825P2	7N825P2	2/7/2019
1	COMPUTER - LAPTOP	9L825P2	9L825P2	2/7/2019
1	COMPUTER - LAPTOP	8N825P2	8N825P2	2/7/2019
1	COMPUTER - LAPTOP	5N825P2	5N825P2	2/7/2019
1	COMPUTER - LAPTOP	3N825P2	3N825P2	2/7/2019
1	COMPUTER - LAPTOP	JM825P2	JM825P2	2/7/2019
1	COMPUTER - LAPTOP	7M825P2	7M825P2	2/7/2019
1	COMPUTER - LAPTOP	HM825P2	HM825P2	2/7/2019
1	COMPUTER - LAPTOP	BL825P2	BL825P2	2/7/2019
1	COMPUTER - LAPTOP	CM825P2	CM825P2	2/7/2019
1	COMPUTER - LAPTOP	8L825P2	8L825P2	2/7/2019
1	COMPUTER - LAPTOP	BN825P2	BN825P2	2/7/2019
1	COMPUTER - LAPTOP	2M825P2	2M825P2	2/7/2019
1	COMPUTER - LAPTOP	FN825P2	FN825P2	2/7/2019
1	COMPUTER - LAPTOP	2N825P2	2N825P2	2/7/2019
1	COMPUTER - LAPTOP	6M825P2	6M825P2	2/7/2019
1	COMPUTER - LAPTOP	J9M55P2	J9M55P2	2/14/2019
1	COMPUTER - LAPTOP	2BM55P2	2BM55P2	2/14/2019
1	COMPUTER - LAPTOP	HWL55P2	HWL55P2	2/14/2019
1	COMPUTER - LAPTOP	DCM55P2	DCM55P2	2/14/2019
1	COMPUTER - LAPTOP	BCM55P2	BCM55P2	2/14/2019
1	COMPUTER - LAPTOP	G9N55P2	G9N55P2	2/14/2019
1	COMPUTER - LAPTOP	HBM55P2	HBM55P2	2/14/2019
1	COMPUTER - LAPTOP	DXL55P2	DXL55P2	2/14/2019
1	COMPUTER - LAPTOP	9BM55P2	9BM55P2	2/14/2019
1	COMPUTER - LAPTOP	2CM55P2	2CM55P2	2/14/2019
1	COMPUTER - LAPTOP	4CM55P2	4CM55P2	2/14/2019
1	COMPUTER - LAPTOP	7BM55P2	7BM55P2	2/14/2019
1	COMPUTER - LAPTOP	6BM55P2	6BM55P2	2/14/2019
1	COMPUTER - LAPTOP	4BM55P2	4BM55P2	2/14/2019
1	COMPUTER - LAPTOP	7R865P2	7R865P2	2/26/2019
1	COMPUTER - LAPTOP	4TD66P2	4TD66P2	3/7/2019
1	COMPUTER - LAPTOP	9MTH5P2	9MTH5P2	3/11/2019
1	COMPUTER - LAPTOP	FCGFDT2	FCGFDT2	3/26/2019
1	COMPUTER - LAPTOP	DCGFDT2	DCGFDT2	3/26/2019
1	COMPUTER - LAPTOP	8CGFDT2	8CGFDT2	3/26/2019

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	5NFFDT2	5NFFDT2	3/26/2019
1	COMPUTER - LAPTOP	GMFFDT2	GMFFDT2	3/26/2019
1	COMPUTER - LAPTOP	5DGFDT2	5DGFDT2	3/26/2019
1	COMPUTER - LAPTOP	HCGFDT2	HCGFDT2	3/26/2019
1	COMPUTER - LAPTOP	5CGFDT2	5CGFDT2	3/26/2019
1	COMPUTER - LAPTOP	7CGFDT2	7CGFDT2	3/26/2019
1	COMPUTER - LAPTOP	DMFFDT2	DMFFDT2	3/26/2019
1	COMPUTER - LAPTOP	1CGFDT2	1CGFDT2	3/26/2019
1	COMPUTER - LAPTOP	JCGFDT2	JCGFDT2	3/26/2019
1	COMPUTER - LAPTOP	2DGFDT2	2DGFDT2	3/26/2019
1	COMPUTER - LAPTOP	1SNHDT2	1SNHDT2	3/28/2019
1	COMPUTER - LAPTOP	11PHDT2	11PHDT2	3/28/2019
1	COMPUTER - LAPTOP	DQNHDT2	DQNHDT2	3/28/2019
1	COMPUTER - LAPTOP	GKNHDT2	GKNHDT2	3/28/2019
1	COMPUTER - LAPTOP	GRNHDT2	GRNHDT2	3/28/2019
1	COMPUTER - LAPTOP	69YJDT2	69YJDT2	4/10/2019
1	COMPUTER - LAPTOP	B8YJDT2	B8YJDT2	4/10/2019
1	COMPUTER - LAPTOP	4LQHDT2	4LQHDT2	4/10/2019
1	COMPUTER - LAPTOP	D9YJDT2	D9YJDT2	4/10/2019
1	COMPUTER - LAPTOP	BKQHDT2	BKQHDT2	4/10/2019
1	COMPUTER - LAPTOP	6KQHDT2	6KQHDT2	4/10/2019
1	COMPUTER - LAPTOP	3KQHDT2	3KQHDT2	4/10/2019
1	COMPUTER - LAPTOP	C9YJDT2	C9YJDT2	4/10/2019
1	COMPUTER - LAPTOP	49YJDT2	49YJDT2	4/10/2019
1	COMPUTER - LAPTOP	34NHDT2	34NHDT2	4/15/2019
1	COMPUTER - LAPTOP	CLNHDT2	CLNHDT2	4/15/2019
1	COMPUTER - LAPTOP	JNKHDT2	JNKHDT2	4/15/2019
1	COMPUTER - LAPTOP	30NHDT2	30NHDT2	4/15/2019
1	COMPUTER - LAPTOP	9RNHDT2	9RNHDT2	4/15/2019
1	COMPUTER - LAPTOP	60NHDT2	60NHDT2	4/15/2019
1	COMPUTER - LAPTOP	10NHDT2	10NHDT2	4/15/2019
1	COMPUTER - LAPTOP	BMNHDT2	BMNHDT2	4/15/2019
1	COMPUTER - LAPTOP	8RNHDT2	8RNHDT2	4/15/2019
1	COMPUTER - LAPTOP	JSNHDT2	JSNHDT2	4/15/2019
1	COMPUTER - LAPTOP	HLNHDT2	HLNHDT2	4/15/2019
1	COMPUTER - LAPTOP	GLNHDT2	GLNHDT2	4/15/2019
1	COMPUTER - LAPTOP	8LNHDT2	8LNHDT2	4/15/2019
1	COMPUTER - LAPTOP	J6NHDT2	J6NHDT2	4/15/2019
1	COMPUTER - LAPTOP	7MNHDT2	7MNHDT2	4/15/2019
1	COMPUTER - LAPTOP	JOPHDT2	JOPHDT2	4/15/2019
1	COMPUTER - LAPTOP	7LNHDT2	7LNHDT2	4/15/2019
1	COMPUTER - LAPTOP	CRNHDT2	CRNHDT2	4/15/2019
1	COMPUTER - LAPTOP	75NHDT2	75NHDT2	4/15/2019
1	COMPUTER - LAPTOP	55NHDT2	55NHDT2	4/15/2019
1	COMPUTER - LAPTOP	F4NHDT2	F4NHDT2	4/15/2019
1	COMPUTER - LAPTOP	86NHDT2	86NHDT2	4/15/2019
1	COMPUTER - LAPTOP	7RNHDT2	7RNHDT2	4/15/2019
1	COMPUTER - LAPTOP	96NHDT2	96NHDT2	4/15/2019
1	COMPUTER - LAPTOP	GSNHDT2	GSNHDT2	4/15/2019

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	74NHDT2	74NHDT2	4/15/2019
1	COMPUTER - LAPTOP	J3NHDT2	J3NHDT2	4/15/2019
1	COMPUTER - LAPTOP	45NHDT2	45NHDT2	4/15/2019
1	COMPUTER - LAPTOP	80NHDT2	80NHDT2	4/15/2019
1	COMPUTER - LAPTOP	70NHDT2	70NHDT2	4/15/2019
1	COMPUTER - LAPTOP	50NHDT2	50NHDT2	4/15/2019
1	COMPUTER - LAPTOP	90NHDT2	90NHDT2	4/15/2019
1	COMPUTER - LAPTOP	14NHDT2	14NHDT2	4/15/2019
1	COMPUTER - LAPTOP	H3NHDT2	H3NHDT2	4/15/2019
1	COMPUTER - LAPTOP	F3NHDT2	F3NHDT2	4/15/2019
1	COMPUTER - LAPTOP	H4NHDT2	H4NHDT2	4/15/2019
1	COMPUTER - LAPTOP	B0NHDT2	B0NHDT2	4/15/2019
1	COMPUTER - LAPTOP	G3NHDT2	G3NHDT2	4/15/2019
1	COMPUTER - LAPTOP	DRNHDT2	DRNHDT2	4/15/2019
1	COMPUTER - LAPTOP	HSNHDT2	HSNHDT2	4/15/2019
1	COMPUTER - LAPTOP	HK10FT2	HK10FT2	5/10/2019
1	COMPUTER - LAPTOP	JD83PV2	JD83PV2	6/10/2019
1	COMPUTER - LAPTOP	3SZJNV2	3SZJNV2	6/10/2019
1	COMPUTER - LAPTOP	FQFTHW2	FQFTHW2	1/29/2020
1	COMPUTER - LAPTOP	J2TC003	J2TC003	8/26/2020
1	COMPUTER - LAPTOP	DDM7N93	DDM7N93	4/12/2021
1	COMPUTER - LAPTOP	CY02ZD3	CY02ZD3	6/30/2021
1	COMPUTER - LAPTOP	GSRF6D3	GSRF6D3	6/30/2021
1	COMPUTER - LAPTOP	8SBQ0F3	8SBQ0F3	6/30/2021
1	COMPUTER - LAPTOP	BVDV7C3	BVDV7C3	6/30/2021
1	COMPUTER - LAPTOP	724Y1F3	724Y1F3	6/30/2021
1	COMPUTER - LAPTOP	2M3T3F3	2M3T3F3	6/30/2021
1	COMPUTER - LAPTOP	JD32BC3	JD32BC3	6/30/2021
1	COMPUTER - LAPTOP	FK3H8C3	FK3H8C3	6/30/2021
1	COMPUTER - LAPTOP	GP4HBC3	GP4HBC3	10/29/2021
1	COMPUTER - LAPTOP	BV1P8C3	BV1P8C3	11/30/2021
1	COMPUTER - LAPTOP	1C8V8C3	1C8V8C3	11/30/2021
1	COMPUTER - LAPTOP	6N7FBC3	6N7FBC3	12/17/2021
1	COMPUTER - LAPTOP	1XC29C3	1XC29C3	12/17/2021
1	COMPUTER - LAPTOP	56N29C3	56N29C3	12/17/2021
1	COMPUTER - LAPTOP	FZGX8C3	FZGX8C3	12/17/2021
1	COMPUTER - LAPTOP	8GRW9C3	8GRW9C3	12/17/2021
1	COMPUTER - LAPTOP	BG0M8C3	BG0M8C3	12/17/2021
1	COMPUTER - LAPTOP	8QB59C3	8QB59C3	12/17/2021
1	COMPUTER - LAPTOP	7NV99C3	7NV99C3	12/17/2021
1	COMPUTER - LAPTOP	DSLX8C3	DSLX8C3	12/17/2021
1	COMPUTER - LAPTOP	9LZ89C3	9LZ89C3	12/17/2021
1	COMPUTER - LAPTOP	J5C99C3	J5C99C3	12/17/2021
1	COMPUTER - LAPTOP	7WB99C3	7WB99C3	12/17/2021
1	COMPUTER - LAPTOP	HQZ89C3	HQZ89C3	12/17/2021
1	COMPUTER - LAPTOP	DYJ99C3	DYJ99C3	12/17/2021
1	COMPUTER - LAPTOP	1JJ59C3	1JJ59C3	12/17/2021
1	COMPUTER - LAPTOP	HS239C3	HS239C3	1/31/2022
1	COMPUTER - LAPTOP	D8ZV6M3	D8ZV6M3	10/5/2022

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - LAPTOP	J081QN3	J081QN3	1/9/2023
1	COMPUTER - LAPTOP	1977883	3VVK9FAN901035	10/1/2020
1	COMPUTER - LAPTOP	1977992	3VVK9FCN904195	10/1/2020
1	COMPUTER - LAPTOP	1979554	3VVK9FCN903348	10/1/2020
1	COMPUTER - LAPTOP	1979225	3VVK9FCN900910	10/1/2020
1	COMPUTER - LAPTOP	1979014	3VVK9FDN902814	10/1/2020
1	COMPUTER - DESKTOP	1954588	D25T809CGG7F	3/7/2017
1	COMPUTER - DESKTOP	1844732	31CG5D1	8/17/2007
1	COMPUTER - DESKTOP	CWXL1R1	CWXL1R1	11/1/2011
1	COMPUTER - DESKTOP	CX9N1R1	CX9N1R1	11/1/2011
1	COMPUTER - DESKTOP	CT8C1R1	CT8C1R1	1/25/2012
1	COMPUTER - DESKTOP	G5SJ1R1	G5SJ1R1	1/25/2012
1	COMPUTER - DESKTOP	CSTC1R1	CSTC1R1	1/25/2012
1	COMPUTER - DESKTOP	GKSF1R1	GKSF1R1	1/27/2012
1	COMPUTER - DESKTOP	GH5C1R1	GH5C1R1	4/26/2012
1	COMPUTER - DESKTOP	73PF4V1	73PF4V1	5/30/2012
1	COMPUTER - DESKTOP	73M44V1	73M44V1	5/30/2012
1	COMPUTER - DESKTOP	73P84V1	73P84V1	5/30/2012
1	COMPUTER - DESKTOP	CMBJMS1	CMBJMS1	5/30/2012
1	COMPUTER - DESKTOP	4WHYTV1	4WHYTV1	10/10/2012
1	COMPUTER - DESKTOP	4WMYTV1	4WMYTV1	10/10/2012
1	COMPUTER - DESKTOP	CWPKVV1	CWPKVV1	11/8/2012
1	COMPUTER - DESKTOP	CWMKVV1	CWMKVV1	11/8/2012
1	COMPUTER - DESKTOP	CWPMVV1	CWPMVV1	11/8/2012
1	COMPUTER - DESKTOP	CWXMVV1	CWXMVV1	11/8/2012
1	COMPUTER - DESKTOP	CTLKVV1	CTLKVV1	11/12/2012
1	COMPUTER - DESKTOP	CSWNVV1	CSWNVV1	11/12/2012
1	COMPUTER - DESKTOP	CSQHVV1	CSQHVV1	11/12/2012
1	COMPUTER - DESKTOP	CTBKVV1	CTBKVV1	11/12/2012
1	COMPUTER - DESKTOP	CTKKVV1	CTKKVV1	11/12/2012
1	COMPUTER - DESKTOP	CTWMVV1	CTWMVV1	11/12/2012
1	COMPUTER - DESKTOP	CS9HVV1	CS9HVV1	11/12/2012
1	COMPUTER - DESKTOP	CVRNVV1	CVRNVV1	11/12/2012
1	COMPUTER - DESKTOP	CVKKVV1	CVKKVV1	11/12/2012
1	COMPUTER - DESKTOP	CTVMVV1	CTVMVV1	11/12/2012
1	COMPUTER - DESKTOP	CV3LVV1	CV3LVV1	11/12/2012
1	COMPUTER - DESKTOP	CT1LVV1	CT1LVV1	11/12/2012
1	COMPUTER - DESKTOP	CV0PVV1	CV0PVV1	11/12/2012
1	COMPUTER - DESKTOP	CVJMVV1	CVJMVV1	11/12/2012
1	COMPUTER - DESKTOP	CT0LVV1	CT0LVV1	11/12/2012
1	COMPUTER - DESKTOP	CSWHVV1	CSWHVV1	11/12/2012
1	COMPUTER - DESKTOP	193SXV1	193SXV1	11/15/2012
1	COMPUTER - DESKTOP	CZYRPW1	CZYRPW1	2/19/2013
1	COMPUTER - DESKTOP	D1LTPW1	D1LTPW1	2/19/2013
1	COMPUTER - DESKTOP	D0RRPW1	D0RRPW1	2/19/2013
1	COMPUTER - DESKTOP	H7VRPW1	H7VRPW1	2/19/2013
1	COMPUTER - DESKTOP	D06RPW1	D06RPW1	2/19/2013
1	COMPUTER - DESKTOP	CYYRPW1	CYYRPW1	2/19/2013
1	COMPUTER - DESKTOP	C3CNHX1	C3CNHX1	6/27/2013

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	C39PHX1	C39PHX1	6/27/2013
1	COMPUTER - DESKTOP	C37QHX1	C37QHX1	6/27/2013
1	COMPUTER - DESKTOP	C38QHX1	C38QHX1	6/27/2013
1	COMPUTER - DESKTOP	C3DPHX1	C3DPHX1	6/27/2013
1	COMPUTER - DESKTOP	C3CQHX1	C3CQHX1	6/27/2013
1	COMPUTER - DESKTOP	9CTB8Z1	9CTB8Z1	12/12/2013
1	COMPUTER - DESKTOP	DLFH8Z1	DLFH8Z1	12/12/2013
1	COMPUTER - DESKTOP	DKXF8Z1	DKXF8Z1	12/12/2013
1	COMPUTER - DESKTOP	365X9Z1	365X9Z1	2/18/2014
1	COMPUTER - DESKTOP	B63KL02	B63KL02	6/5/2014
1	COMPUTER - DESKTOP	F077M02	F077M02	6/9/2014
1	COMPUTER - DESKTOP	82DVT12	82DVT12	6/9/2014
1	COMPUTER - DESKTOP	82MVT12	82MVT12	6/9/2014
1	COMPUTER - DESKTOP	D4F1M02	D4F1M02	6/9/2014
1	COMPUTER - DESKTOP	D3K5M02	D3K5M02	6/9/2014
1	COMPUTER - DESKTOP	D492M02	D492M02	6/9/2014
1	COMPUTER - DESKTOP	8K5DM02	8K5DM02	6/18/2014
1	COMPUTER - DESKTOP	8J1GM02	8J1GM02	6/18/2014
1	COMPUTER - DESKTOP	8H8FM02	8H8FM02	6/18/2014
1	COMPUTER - DESKTOP	8PW7M02	8PW7M02	6/19/2014
1	COMPUTER - DESKTOP	8JY7M02	8JY7M02	6/30/2014
1	COMPUTER - DESKTOP	8BGBM02	8BGBM02	6/30/2014
1	COMPUTER - DESKTOP	JG57M02	JG57M02	7/30/2014
1	COMPUTER - DESKTOP	JGN3M02	JGN3M02	7/30/2014
1	COMPUTER - DESKTOP	8S3DM02	8S3DM02	7/30/2014
1	COMPUTER - DESKTOP	45P0N02	45P0N02	7/30/2014
1	COMPUTER - DESKTOP	46M0N02	46M0N02	7/30/2014
1	COMPUTER - DESKTOP	46G0N02	46G0N02	7/30/2014
1	COMPUTER - DESKTOP	46J1N02	46J1N02	7/30/2014
1	COMPUTER - DESKTOP	1937832	57YXB42	4/30/2015
1	COMPUTER - DESKTOP	1JLVD22	1JLVD22	5/7/2015
1	COMPUTER - DESKTOP	CPLTD22	CPLTD22	5/7/2015
1	COMPUTER - DESKTOP	JV3GC42	JV3GC42	6/1/2015
1	COMPUTER - DESKTOP	2WF4D42	2WF4D42	6/1/2015
1	COMPUTER - DESKTOP	JV39942	JV39942	6/1/2015
1	COMPUTER - DESKTOP	JV3QQ22	JV3QQ22	6/1/2015
1	COMPUTER - DESKTOP	JV3MS22	JV3MS22	6/1/2015
1	COMPUTER - DESKTOP	JV3VB42	JV3VB42	6/1/2015
1	COMPUTER - DESKTOP	2WB5D42	2WB5D42	6/1/2015
1	COMPUTER - DESKTOP	2W98D42	2W98D42	6/1/2015
1	COMPUTER - DESKTOP	JV3PKN1	JV3PKN1	6/1/2015
1	COMPUTER - DESKTOP	JV3BB42	JV3BB42	6/1/2015
1	COMPUTER - DESKTOP	JV3B942	JV3B942	6/1/2015
1	COMPUTER - DESKTOP	JV3RQ22	JV3RQ22	6/1/2015
1	COMPUTER - DESKTOP	JV3R942	JV3R942	6/1/2015
1	COMPUTER - DESKTOP	2WB7D42	2WB7D42	6/1/2015
1	COMPUTER - DESKTOP	2WB8D42	2WB8D42	6/1/2015
1	COMPUTER - DESKTOP	FZLNG42	FZLNG42	6/30/2015
1	COMPUTER - DESKTOP	1JMNG42	1JMNG42	6/30/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	8YCVG42	8YCVG42	6/30/2015
1	COMPUTER - DESKTOP	JWDVG42	JWDVG42	6/30/2015
1	COMPUTER - DESKTOP	1CHP052	1CHP052	9/10/2015
1	COMPUTER - DESKTOP	2QCZP52	2QCZP52	9/24/2015
1	COMPUTER - DESKTOP	2Q73C62	2Q73C62	9/24/2015
1	COMPUTER - DESKTOP	2RPYP52	2RPYP52	9/24/2015
1	COMPUTER - DESKTOP	FLXS052	FLXS052	9/28/2015
1	COMPUTER - DESKTOP	2105S52	2105S52	9/28/2015
1	COMPUTER - DESKTOP	86MKV42	86MKV42	9/28/2015
1	COMPUTER - DESKTOP	7CQS052	7CQS052	9/28/2015
1	COMPUTER - DESKTOP	BKQS052	BKQS052	9/28/2015
1	COMPUTER - DESKTOP	46MKV42	46MKV42	9/28/2015
1	COMPUTER - DESKTOP	6HNV42	6HNV42	9/28/2015
1	COMPUTER - DESKTOP	4DNHV42	4DNHV42	9/28/2015
1	COMPUTER - DESKTOP	9P1S052	9P1S052	9/28/2015
1	COMPUTER - DESKTOP	21ZZR52	21ZZR52	9/28/2015
1	COMPUTER - DESKTOP	2R6T052	2R6T052	9/28/2015
1	COMPUTER - DESKTOP	22F1S52	22F1S52	9/28/2015
1	COMPUTER - DESKTOP	HJQS052	HJQS052	9/28/2015
1	COMPUTER - DESKTOP	7FQS052	7FQS052	9/28/2015
1	COMPUTER - DESKTOP	3QQS052	3QQS052	9/28/2015
1	COMPUTER - DESKTOP	22DZR52	22DZR52	9/28/2015
1	COMPUTER - DESKTOP	6K6R052	6K6R052	9/28/2015
1	COMPUTER - DESKTOP	FX7S052	FX7S052	9/28/2015
1	COMPUTER - DESKTOP	2L6T052	2L6T052	9/28/2015
1	COMPUTER - DESKTOP	22Z0S52	22Z0S52	9/28/2015
1	COMPUTER - DESKTOP	4W1S052	4W1S052	9/28/2015
1	COMPUTER - DESKTOP	CNMNV42	CNMNV42	9/28/2015
1	COMPUTER - DESKTOP	6JNV42	6JNV42	9/28/2015
1	COMPUTER - DESKTOP	4BXS052	4BXS052	9/28/2015
1	COMPUTER - DESKTOP	1H6T052	1H6T052	9/28/2015
1	COMPUTER - DESKTOP	3L6R052	3L6R052	9/28/2015
1	COMPUTER - DESKTOP	21G0S52	21G0S52	9/28/2015
1	COMPUTER - DESKTOP	22RYS52	22RYS52	9/28/2015
1	COMPUTER - DESKTOP	22L1S52	22L1S52	9/28/2015
1	COMPUTER - DESKTOP	9P7T052	9P7T052	9/28/2015
1	COMPUTER - DESKTOP	2201S52	2201S52	9/28/2015
1	COMPUTER - DESKTOP	FG6R052	FG6R052	9/28/2015
1	COMPUTER - DESKTOP	21N6S52	21N6S52	9/28/2015
1	COMPUTER - DESKTOP	152S052	152S052	9/28/2015
1	COMPUTER - DESKTOP	23B3S52	23B3S52	9/28/2015
1	COMPUTER - DESKTOP	21B6S52	21B6S52	9/28/2015
1	COMPUTER - DESKTOP	CY1S052	CY1S052	9/28/2015
1	COMPUTER - DESKTOP	646R052	646R052	9/28/2015
1	COMPUTER - DESKTOP	2348S52	2348S52	9/28/2015
1	COMPUTER - DESKTOP	22F2S52	22F2S52	9/28/2015
1	COMPUTER - DESKTOP	6M2S052	6M2S052	9/28/2015
1	COMPUTER - DESKTOP	22K4S52	22K4S52	9/28/2015
1	COMPUTER - DESKTOP	2233S52	2233S52	9/28/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	JGBHV42	JGBHV42	10/20/2015
1	COMPUTER - DESKTOP	3RJNV42	3RJNV42	10/20/2015
1	COMPUTER - DESKTOP	HS8F182	HS8F182	2/12/2016
1	COMPUTER - DESKTOP	HBL1282	HBL1282	2/12/2016
1	COMPUTER - DESKTOP	HBDH182	HBDH182	2/12/2016
1	COMPUTER - DESKTOP	HS60282	HS60282	2/12/2016
1	COMPUTER - DESKTOP	16B1Z72	16B1Z72	2/12/2016
1	COMPUTER - DESKTOP	1DR9082	1DR9082	2/12/2016
1	COMPUTER - DESKTOP	HS50282	HS50282	2/12/2016
1	COMPUTER - DESKTOP	HBQ0282	HBQ0282	2/12/2016
1	COMPUTER - DESKTOP	HBH8182	HBH8182	2/12/2016
1	COMPUTER - DESKTOP	HBLZ182	HBLZ182	2/12/2016
1	COMPUTER - DESKTOP	172ZY72	172ZY72	2/12/2016
1	COMPUTER - DESKTOP	4N01Z72	4N01Z72	2/12/2016
1	COMPUTER - DESKTOP	HS9N182	HS9N182	2/12/2016
1	COMPUTER - DESKTOP	HS49182	HS49182	2/12/2016
1	COMPUTER - DESKTOP	HBLC182	HBLC182	2/12/2016
1	COMPUTER - DESKTOP	HBS8182	HBS8182	2/12/2016
1	COMPUTER - DESKTOP	1604Z72	1604Z72	2/12/2016
1	COMPUTER - DESKTOP	4M3ZY72	4M3ZY72	2/12/2016
1	COMPUTER - DESKTOP	HS4K182	HS4K182	2/12/2016
1	COMPUTER - DESKTOP	HS48182	HS48182	2/12/2016
1	COMPUTER - DESKTOP	HS30282	HS30282	2/12/2016
1	COMPUTER - DESKTOP	HS4H182	HS4H182	2/12/2016
1	COMPUTER - DESKTOP	1D89082	1D89082	2/12/2016
1	COMPUTER - DESKTOP	16T0Z72	16T0Z72	2/12/2016
1	COMPUTER - DESKTOP	HBTF182	HBTF182	2/12/2016
1	COMPUTER - DESKTOP	HBCH182	HBCH182	2/12/2016
1	COMPUTER - DESKTOP	4LSXY72	4LSXY72	2/12/2016
1	COMPUTER - DESKTOP	6H7ZY72	6H7ZY72	2/12/2016
1	COMPUTER - DESKTOP	5HCY72	5HCY72	2/12/2016
1	COMPUTER - DESKTOP	4M6Z72	4M6Z72	2/12/2016
1	COMPUTER - DESKTOP	4M2ZY72	4M2ZY72	2/12/2016
1	COMPUTER - DESKTOP	6HG0Z72	6HG0Z72	2/12/2016
1	COMPUTER - DESKTOP	6GZY72	6GZY72	2/12/2016
1	COMPUTER - DESKTOP	5HW4Z72	5HW4Z72	2/12/2016
1	COMPUTER - DESKTOP	HGVD182	HGVD182	2/23/2016
1	COMPUTER - DESKTOP	9ZW9M82	9ZW9M82	3/3/2016
1	COMPUTER - DESKTOP	62JV282	62JV282	3/3/2016
1	COMPUTER - DESKTOP	33KDD92	33KDD92	3/3/2016
1	COMPUTER - DESKTOP	66QZ282	66QZ282	3/3/2016
1	COMPUTER - DESKTOP	9ZL9M82	9ZL9M82	3/3/2016
1	COMPUTER - DESKTOP	66HZ282	66HZ282	3/3/2016
1	COMPUTER - DESKTOP	66C1382	66C1382	3/3/2016
1	COMPUTER - DESKTOP	66WW282	66WW282	3/3/2016
1	COMPUTER - DESKTOP	33N6D92	33N6D92	3/3/2016
1	COMPUTER - DESKTOP	8DQ9D92	8DQ9D92	3/14/2016
1	COMPUTER - DESKTOP	8HQ9D92	8HQ9D92	3/14/2016
1	COMPUTER - DESKTOP	8HCCD92	8HCCD92	3/14/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	623W282	623W282	3/14/2016
1	COMPUTER - DESKTOP	3228D92	3228D92	3/14/2016
1	COMPUTER - DESKTOP	8F5CD92	8F5CD92	3/14/2016
1	COMPUTER - DESKTOP	8K59D92	8K59D92	3/14/2016
1	COMPUTER - DESKTOP	8FC9D92	8FC9D92	3/14/2016
1	COMPUTER - DESKTOP	849CD92	849CD92	3/14/2016
1	COMPUTER - DESKTOP	8FBBD92	8FBBD92	3/14/2016
1	COMPUTER - DESKTOP	8KJ7D92	8KJ7D92	3/14/2016
1	COMPUTER - DESKTOP	61X3382	61X3382	3/14/2016
1	COMPUTER - DESKTOP	8KS9D92	8KS9D92	3/14/2016
1	COMPUTER - DESKTOP	8JKCD92	8JKCD92	3/14/2016
1	COMPUTER - DESKTOP	85G8D92	85G8D92	3/14/2016
1	COMPUTER - DESKTOP	8KG6D92	8KG6D92	3/14/2016
1	COMPUTER - DESKTOP	8JPDD92	8JPDD92	3/14/2016
1	COMPUTER - DESKTOP	6232382	6232382	3/14/2016
1	COMPUTER - DESKTOP	6222382	6222382	3/14/2016
1	COMPUTER - DESKTOP	62P0382	62P0382	3/14/2016
1	COMPUTER - DESKTOP	62V1382	62V1382	3/14/2016
1	COMPUTER - DESKTOP	3278D92	3278D92	3/14/2016
1	COMPUTER - DESKTOP	3217D92	3217D92	3/14/2016
1	COMPUTER - DESKTOP	8K89D92	8K89D92	3/14/2016
1	COMPUTER - DESKTOP	8DZDD92	8DZDD92	3/14/2016
1	COMPUTER - DESKTOP	8DM9D92	8DM9D92	3/14/2016
1	COMPUTER - DESKTOP	8F9BD92	8F9BD92	3/14/2016
1	COMPUTER - DESKTOP	624X282	624X282	3/14/2016
1	COMPUTER - DESKTOP	32L7D92	32L7D92	3/14/2016
1	COMPUTER - DESKTOP	8FPDD92	8FPDD92	3/14/2016
1	COMPUTER - DESKTOP	8K18D92	8K18D92	3/14/2016
1	COMPUTER - DESKTOP	8CYBD92	8CYBD92	3/14/2016
1	COMPUTER - DESKTOP	8HG6D92	8HG6D92	3/14/2016
1	COMPUTER - DESKTOP	8DKCD92	8DKCD92	3/14/2016
1	COMPUTER - DESKTOP	8DZ7D92	8DZ7D92	3/14/2016
1	COMPUTER - DESKTOP	8J2DD92	8J2DD92	3/14/2016
1	COMPUTER - DESKTOP	85B9D92	85B9D92	3/14/2016
1	COMPUTER - DESKTOP	8DM7D92	8DM7D92	3/14/2016
1	COMPUTER - DESKTOP	85N6D92	85N6D92	3/14/2016
1	COMPUTER - DESKTOP	8KM6D92	8KM6D92	3/14/2016
1	COMPUTER - DESKTOP	34HKBB2	34HKBB2	5/10/2016
1	COMPUTER - DESKTOP	359MBB2	359MBB2	5/10/2016
1	COMPUTER - DESKTOP	2RFP482	2RFP482	6/7/2016
1	COMPUTER - DESKTOP	5BBSDB2	5BBSDB2	6/23/2016
1	COMPUTER - DESKTOP	41WD8C2	41WD8C2	6/23/2016
1	COMPUTER - DESKTOP	420L8C2	420L8C2	6/23/2016
1	COMPUTER - DESKTOP	59TSDB2	59TSDB2	6/23/2016
1	COMPUTER - DESKTOP	59VPDB2	59VPDB2	6/23/2016
1	COMPUTER - DESKTOP	7STWDB2	7STWDB2	6/23/2016
1	COMPUTER - DESKTOP	7SCTDB2	7SCTDB2	6/23/2016
1	COMPUTER - DESKTOP	5BFRDB2	5BFRDB2	6/23/2016
1	COMPUTER - DESKTOP	41CC8C2	41CC8C2	6/23/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	7S5TDB2	7S5TDB2	6/23/2016
1	COMPUTER - DESKTOP	5B7RDB2	5B7RDB2	6/23/2016
1	COMPUTER - DESKTOP	59CRDB2	59CRDB2	6/23/2016
1	COMPUTER - DESKTOP	59NQDB2	59NQDB2	6/23/2016
1	COMPUTER - DESKTOP	5BHQDB2	5BHQDB2	6/23/2016
1	COMPUTER - DESKTOP	5B6SDB2	5B6SDB2	6/23/2016
1	COMPUTER - DESKTOP	59RPDB2	59RPDB2	6/23/2016
1	COMPUTER - DESKTOP	7SJTDB2	7SJTDB2	6/23/2016
1	COMPUTER - DESKTOP	59VQDB2	59VQDB2	6/23/2016
1	COMPUTER - DESKTOP	5BCQDB2	5BCQDB2	6/23/2016
1	COMPUTER - DESKTOP	59WRDB2	59WRDB2	6/23/2016
1	COMPUTER - DESKTOP	418G8C2	418G8C2	6/23/2016
1	COMPUTER - DESKTOP	7SNYDB2	7SNYDB2	6/23/2016
1	COMPUTER - DESKTOP	7SYTDB2	7SYTDB2	6/23/2016
1	COMPUTER - DESKTOP	49NC8C2	49NC8C2	6/28/2016
1	COMPUTER - DESKTOP	4B5L8C2	4B5L8C2	6/28/2016
1	COMPUTER - DESKTOP	7SZZDB2	7SZZDB2	6/28/2016
1	COMPUTER - DESKTOP	3WQJ8C2	3WQJ8C2	6/28/2016
1	COMPUTER - DESKTOP	3WFJ8C2	3WFJ8C2	6/28/2016
1	COMPUTER - DESKTOP	DN2J8C2	DN2J8C2	7/13/2016
1	COMPUTER - DESKTOP	DNHB8C2	DNHB8C2	7/13/2016
1	COMPUTER - DESKTOP	D6CK8C2	D6CK8C2	7/13/2016
1	COMPUTER - DESKTOP	D6GC8C2	D6GC8C2	7/13/2016
1	COMPUTER - DESKTOP	2BWKGB2	2BWKGB2	7/13/2016
1	COMPUTER - DESKTOP	D62L8C2	D62L8C2	7/13/2016
1	COMPUTER - DESKTOP	D71J8C2	D71J8C2	7/13/2016
1	COMPUTER - DESKTOP	D6VK8C2	D6VK8C2	7/13/2016
1	COMPUTER - DESKTOP	D69K8C2	D69K8C2	7/13/2016
1	COMPUTER - DESKTOP	D64C8C2	D64C8C2	7/13/2016
1	COMPUTER - DESKTOP	D6KD8C2	D6KD8C2	7/13/2016
1	COMPUTER - DESKTOP	D60D8C2	D60D8C2	7/13/2016
1	COMPUTER - DESKTOP	D65F8C2	D65F8C2	7/13/2016
1	COMPUTER - DESKTOP	D5VG8C2	D5VG8C2	7/13/2016
1	COMPUTER - DESKTOP	D6JB8C2	D6JB8C2	7/13/2016
1	COMPUTER - DESKTOP	D6PK8C2	D6PK8C2	7/13/2016
1	COMPUTER - DESKTOP	D6WL8C2	D6WL8C2	7/13/2016
1	COMPUTER - DESKTOP	D68C8C2	D68C8C2	7/13/2016
1	COMPUTER - DESKTOP	D61K8C2	D61K8C2	7/13/2016
1	COMPUTER - DESKTOP	D6LJ8C2	D6LJ8C2	7/13/2016
1	COMPUTER - DESKTOP	D6RD8C2	D6RD8C2	7/13/2016
1	COMPUTER - DESKTOP	D6NG8C2	D6NG8C2	7/13/2016
1	COMPUTER - DESKTOP	D6TF8C2	D6TF8C2	7/13/2016
1	COMPUTER - DESKTOP	396YGB2	396YGB2	7/13/2016
1	COMPUTER - DESKTOP	D6MJ8C2	D6MJ8C2	7/13/2016
1	COMPUTER - DESKTOP	2BZJGB2	2BZJGB2	7/13/2016
1	COMPUTER - DESKTOP	CF7LZC2	CF7LZC2	8/29/2016
1	COMPUTER - DESKTOP	CF4JZC2	CF4JZC2	8/29/2016
1	COMPUTER - DESKTOP	26Q6DD2	26Q6DD2	9/7/2016
1	COMPUTER - DESKTOP	D5XKZC2	D5XKZC2	9/27/2016

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	CX8GND2	CX8GND2	2/14/2017
1	COMPUTER - DESKTOP	CX9MND2	CX9MND2	2/14/2017
1	COMPUTER - DESKTOP	CXBPND2	CXBPND2	2/14/2017
1	COMPUTER - DESKTOP	GFLWCH2	GFLWCH2	3/28/2017
1	COMPUTER - DESKTOP	DTJ6KH2	DTJ6KH2	6/12/2017
1	COMPUTER - DESKTOP	936FPD2	936FPD2	6/13/2017
1	COMPUTER - DESKTOP	2YF4KH2	2YF4KH2	6/20/2017
1	COMPUTER - DESKTOP	2YT6KH2	2YT6KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZB1KH2	2ZB1KH2	6/20/2017
1	COMPUTER - DESKTOP	2Z84KH2	2Z84KH2	6/20/2017
1	COMPUTER - DESKTOP	2YJ6KH2	2YJ6KH2	6/20/2017
1	COMPUTER - DESKTOP	2YL3KH2	2YL3KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZC4KH2	2ZC4KH2	6/20/2017
1	COMPUTER - DESKTOP	2YN6KH2	2YN6KH2	6/20/2017
1	COMPUTER - DESKTOP	2YK1KH2	2YK1KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZR2KH2	2ZR2KH2	6/20/2017
1	COMPUTER - DESKTOP	2YH1KH2	2YH1KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZD4KH2	2ZD4KH2	6/20/2017
1	COMPUTER - DESKTOP	2Z67KH2	2Z67KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZV1KH2	2ZV1KH2	6/20/2017
1	COMPUTER - DESKTOP	2Z82KH2	2Z82KH2	6/20/2017
1	COMPUTER - DESKTOP	2YR5KH2	2YR5KH2	6/20/2017
1	COMPUTER - DESKTOP	2YJ7KH2	2YJ7KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZB2KH2	2ZB2KH2	6/20/2017
1	COMPUTER - DESKTOP	2Z34KH2	2Z34KH2	6/20/2017
1	COMPUTER - DESKTOP	2YT1KH2	2YT1KH2	6/20/2017
1	COMPUTER - DESKTOP	2YQ4KH2	2YQ4KH2	6/20/2017
1	COMPUTER - DESKTOP	2Z85KH2	2Z85KH2	6/20/2017
1	COMPUTER - DESKTOP	2YM6KH2	2YM6KH2	6/20/2017
1	COMPUTER - DESKTOP	2YL6KH2	2YL6KH2	6/20/2017
1	COMPUTER - DESKTOP	2YF5KH2	2YF5KH2	6/20/2017
1	COMPUTER - DESKTOP	2YP2KH2	2YP2KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZH4KH2	2ZH4KH2	6/20/2017
1	COMPUTER - DESKTOP	2ZT7KH2	2ZT7KH2	6/20/2017
1	COMPUTER - DESKTOP	2YT2KH2	2YT2KH2	6/20/2017
1	COMPUTER - DESKTOP	2YM4KH2	2YM4KH2	6/20/2017
1	COMPUTER - DESKTOP	2YN7KH2	2YN7KH2	6/20/2017
1	COMPUTER - DESKTOP	2YQ3KH2	2YQ3KH2	6/20/2017
1	COMPUTER - DESKTOP	2YR6KH2	2YR6KH2	6/20/2017
1	COMPUTER - DESKTOP	2YY1KH2	2YY1KH2	6/20/2017
1	COMPUTER - DESKTOP	8T9DHH2	8T9DHH2	6/23/2017
1	COMPUTER - DESKTOP	35R5KH2	35R5KH2	6/30/2017
1	COMPUTER - DESKTOP	2YR1KH2	2YR1KH2	6/30/2017
1	COMPUTER - DESKTOP	3673KH2	3673KH2	6/30/2017
1	COMPUTER - DESKTOP	35T4KH2	35T4KH2	6/30/2017
1	COMPUTER - DESKTOP	35V3KH2	35V3KH2	6/30/2017
1	COMPUTER - DESKTOP	2YK3KH2	2YK3KH2	6/30/2017
1	COMPUTER - DESKTOP	2ZN1KH2	2ZN1KH2	6/30/2017
1	COMPUTER - DESKTOP	3616KH2	3616KH2	6/30/2017

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	2ZJ6KH2	2ZJ6KH2	6/30/2017
1	COMPUTER - DESKTOP	35S5KH2	35S5KH2	6/30/2017
1	COMPUTER - DESKTOP	3682KH2	3682KH2	6/30/2017
1	COMPUTER - DESKTOP	3637KH2	3637KH2	6/30/2017
1	COMPUTER - DESKTOP	G3Q6KH2	G3Q6KH2	7/25/2017
1	COMPUTER - DESKTOP	2ZXCHL2	2ZXCHL2	9/28/2017
1	COMPUTER - DESKTOP	2ZWSXK2	2ZWSXK2	9/28/2017
1	COMPUTER - DESKTOP	2ZWQXK2	2ZWQXK2	9/28/2017
1	COMPUTER - DESKTOP	H728XK2	H728XK2	10/26/2017
1	COMPUTER - DESKTOP	6N0G XK2	6N0G XK2	11/6/2017
1	COMPUTER - DESKTOP	6MN9XK2	6MN9XK2	11/6/2017
1	COMPUTER - DESKTOP	6MNHXK2	6MNHXK2	11/6/2017
1	COMPUTER - DESKTOP	6N0FXK2	6N0FXK2	11/6/2017
1	COMPUTER - DESKTOP	6MSDXK2	6MSDXK2	11/6/2017
1	COMPUTER - DESKTOP	6N0CXK2	6N0CXK2	11/6/2017
1	COMPUTER - DESKTOP	6N7BXK2	6N7BXK2	11/6/2017
1	COMPUTER - DESKTOP	6LMPBM2	6LMPBM2	1/16/2018
1	COMPUTER - DESKTOP	2YHHXM2	2YHHXM2	2/15/2018
1	COMPUTER - DESKTOP	1960719	CC5P9N2	4/26/2018
1	COMPUTER - DESKTOP	1960733	DP4H9N2	4/27/2018
1	COMPUTER - DESKTOP	2869CP2	2869CP2	5/30/2018
1	COMPUTER - DESKTOP	28B9CP2	28B9CP2	5/30/2018
1	COMPUTER - DESKTOP	28PFCP2	28PFCP2	5/30/2018
1	COMPUTER - DESKTOP	28GCCP2	28GCCP2	5/30/2018
1	COMPUTER - DESKTOP	2848CP2	2848CP2	5/30/2018
1	COMPUTER - DESKTOP	28SDCP2	28SDCP2	5/30/2018
1	COMPUTER - DESKTOP	284FCP2	284FCP2	5/30/2018
1	COMPUTER - DESKTOP	27Y7CP2	27Y7CP2	5/30/2018
1	COMPUTER - DESKTOP	281DCP2	281DCP2	5/30/2018
1	COMPUTER - DESKTOP	27YFCP2	27YFCP2	5/30/2018
1	COMPUTER - DESKTOP	2898CP2	2898CP2	5/30/2018
1	COMPUTER - DESKTOP	282CCP2	282CCP2	5/30/2018
1	COMPUTER - DESKTOP	27XCCP2	27XCCP2	5/30/2018
1	COMPUTER - DESKTOP	27VCCP2	27VCCP2	5/30/2018
1	COMPUTER - DESKTOP	28GBCP2	28GBCP2	5/30/2018
1	COMPUTER - DESKTOP	281CCP2	281CCP2	5/30/2018
1	COMPUTER - DESKTOP	281BCP2	281BCP2	5/30/2018
1	COMPUTER - DESKTOP	28MDCP2	28MDCP2	5/30/2018
1	COMPUTER - DESKTOP	289BCP2	289BCP2	5/30/2018
1	COMPUTER - DESKTOP	28CBCP2	28CBCP2	5/30/2018
1	COMPUTER - DESKTOP	28FGCP2	28FGCP2	5/30/2018
1	COMPUTER - DESKTOP	2889CP2	2889CP2	5/30/2018
1	COMPUTER - DESKTOP	280FCP2	280FCP2	5/30/2018
1	COMPUTER - DESKTOP	284CCP2	284CCP2	5/30/2018
1	COMPUTER - DESKTOP	27X9CP2	27X9CP2	5/30/2018
1	COMPUTER - DESKTOP	286FCP2	286FCP2	5/30/2018
1	COMPUTER - DESKTOP	27VFCP2	27VFCP2	5/30/2018
1	COMPUTER - DESKTOP	28MBCP2	28MBCP2	5/30/2018
1	COMPUTER - DESKTOP	28DDCP2	28DDCP2	5/30/2018

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COMPUTER - DESKTOP	28KCCP2	28KCCP2	5/30/2018
1	COMPUTER - DESKTOP	280DCP2	280DCP2	5/30/2018
1	COMPUTER - DESKTOP	284DCP2	284DCP2	5/30/2018
1	COMPUTER - DESKTOP	28D8CP2	28D8CP2	5/30/2018
1	COMPUTER - DESKTOP	287BCP2	287BCP2	5/30/2018
1	COMPUTER - DESKTOP	288BCP2	288BCP2	5/30/2018
1	COMPUTER - DESKTOP	28L9CP2	28L9CP2	5/30/2018
1	COMPUTER - DESKTOP	27YCCP2	27YCCP2	5/30/2018
1	COMPUTER - DESKTOP	27YDCP2	27YDCP2	5/30/2018
1	COMPUTER - DESKTOP	27WCCP2	27WCCP2	5/30/2018
1	COMPUTER - DESKTOP	27W9CP2	27W9CP2	5/30/2018
1	COMPUTER - DESKTOP	27YBCP2	27YBCP2	5/30/2018
1	COMPUTER - DESKTOP	2828CP2	2828CP2	5/30/2018
1	COMPUTER - DESKTOP	28LFCP2	28LFCP2	5/30/2018
1	COMPUTER - DESKTOP	2829CP2	2829CP2	5/30/2018
1	COMPUTER - DESKTOP	285BCP2	285BCP2	5/30/2018
1	COMPUTER - DESKTOP	28S9CP2	28S9CP2	5/30/2018
1	COMPUTER - DESKTOP	2878CP2	2878CP2	5/30/2018
1	COMPUTER - DESKTOP	28BBCP2	28BBCP2	5/30/2018
1	COMPUTER - DESKTOP	280GCP2	280GCP2	5/30/2018
1	COMPUTER - DESKTOP	2868CP2	2868CP2	5/30/2018
1	COMPUTER - DESKTOP	2858CP2	2858CP2	5/30/2018
1	COMPUTER - DESKTOP	289GCP2	289GCP2	5/30/2018
1	COMPUTER - DESKTOP	28F9CP2	28F9CP2	5/30/2018
1	COMPUTER - DESKTOP	289CCP2	289CCP2	5/30/2018
1	COMPUTER - DESKTOP	28JDCP2	28JDCP2	5/30/2018
1	COMPUTER - DESKTOP	28P8CP2	28P8CP2	5/30/2018
1	COMPUTER - DESKTOP	284GCP2	284GCP2	5/30/2018
1	COMPUTER - DESKTOP	2GPFCP2	2GPFCP2	5/30/2018
1	COMPUTER - DESKTOP	2GLDCP2	2GLDCP2	5/30/2018
1	COMPUTER - DESKTOP	2GP9CP2	2GP9CP2	5/30/2018
1	COMPUTER - DESKTOP	J3DHCP2		6/27/2018
1	COMPUTER - DESKTOP	J3DJCP2		6/27/2018
1	COMPUTER - DESKTOP	5N5MQP2	5N5MQP2	7/24/2018
1	COMPUTER - DESKTOP	5MX5DP2	5MX5DP2	7/24/2018
1	COMPUTER - DESKTOP	5N1NQP2	5N1NQP2	7/24/2018
1	COMPUTER - DESKTOP	1967148	JS903W2	5/10/2019
	TOTAL TECHNOLOGY - 1,505			

MISC. INSTRUCTIONAL TECHNOLOGY

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	COPIER	1811621	CQD023073	5/11/2010
1	COPIER	1897456	CQK032418	3/9/2011
1	COPIER	1897457	CQK032998	3/9/2011
1	COPIER	1903780	CZA210191	3/26/2012
1	COPIER	1934439	CAKD16671	1/12/2015
1	COPIER	1937076	CEKD43118	3/11/2015
1	COPIER	1945114	CAFE23853	9/4/2015
1	COPIER	1945488	CEFE21361	9/10/2015

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	COPIER	1945489	CEFE21268	9/10/2015
1	COPIER	1945490	CEFE21232	9/10/2015
1	COPIER	1945491	CEFE21355	9/10/2015
1	COPIER	1945493	CADE21868	9/10/2015
1	COPIER	1947035	CAKE28126	2/11/2016
1	COPIER	1946923	CEKE45037	3/3/2016
1	COPIER	1948813	CAKE27795	6/30/2016
1	COPIER	1950269	CGFF21391	9/7/2016
1	COPIER	1955409	CIFG19644	8/2/2017
1	COPIER	1960408	CILG24830	3/27/2018
1	COPIER	1960407	CILG24825	3/27/2018
1	INTERACTIVE WHITEBOARD	1942391	E47140137	6/17/2015
1	INTERACTIVE WHITEBOARD	1940774	ST-700-007393	6/23/2016
1	INTERACTIVE WHITEBOARD	1952613	ST-700-009374	3/28/2017
1	INTERACTIVE WHITEBOARD	1945887		12/7/2017
1	INTERACTIVE WHITEBOARD	1961213	ST-750UZ-006970	8/23/2018
1	INTERACTIVE WHITEBOARD	1962653	ST-750UZ-007311	10/29/2018
1	INTERACTIVE WHITEBOARD	1964688	ST-750UZ-008072	1/24/2019
1	INTERACTIVE WHITEBOARD	1964888	ST-750UZ-008701	3/7/2019
1	INTERACTIVE WHITEBOARD	1966255	ST-750UZ-008921	4/29/2019
1	INTERACTIVE WHITEBOARD	1818305	197021	4/17/2007
1	INTERACTIVE WHITEBOARD	1868734	SB680-RT-582088	8/28/2008
1	INTERACTIVE WHITEBOARD	1918515	SB680-M2-E44431	10/14/2013
1	INTERACTIVE WHITEBOARD	1918516	SB680-M2-E44441	10/14/2013
1	PRINTER- OTHER	1943904	BAAB0696	5/21/2015
1	PROJECTOR- VIDEO	1913383	PD72D03031000	4/16/2013
1	PROJECTOR- VIDEO	1924126	PDM2E01912000	9/11/2014
1	PROJECTOR- VIDEO	1869299	0013832	10/14/2008
1	PROJECTOR- VIDEO	1873060	W030310	6/2/2009
1	PROJECTOR- VIDEO	1879487	0022526	9/11/2009
1	PROJECTOR- VIDEO	1898956	8025692	7/19/2011
1	STUDENT RESPONSE SYSTEM	1929900		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929901		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929902		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929903		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929904		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929914		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929916		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929917		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929918		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929919		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929921		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929924		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929925		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929926		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929927		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929928		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929929		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929930		11/11/2014

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS

1	STUDENT RESPONSE SYSTEM	1929931		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929933		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929940		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929943		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929949		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929950		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929954		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929955		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929957		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929958		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929960		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929961		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929905		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929907		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929908		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929909		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929910		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929911		11/11/2014
1	STUDENT RESPONSE SYSTEM	1929912		11/11/2014
1	STUDENT RESPONSE SYSTEM	1930174		12/4/2014
1	STUDENT RESPONSE SYSTEM	1930168		12/4/2014
1	STUDENT RESPONSE SYSTEM	1930169		12/4/2014
1	STUDENT RESPONSE SYSTEM	1926406		12/9/2014
1	STUDENT RESPONSE SYSTEM	1927690		1/23/2015
1	STUDENT RESPONSE SYSTEM	1927712		1/23/2015
1	STUDENT RESPONSE SYSTEM	1927713		1/23/2015
1	STUDENT RESPONSE SYSTEM	1927714		1/23/2015
1	STUDENT RESPONSE SYSTEM	1927720		1/23/2015
1	STUDENT RESPONSE SYSTEM	1940204		6/25/2015
1	STUDENT RESPONSE SYSTEM	1948657		6/15/2016
1	STUDENT RESPONSE SYSTEM	1952064		2/27/2017
1	STUDENT RESPONSE SYSTEM	1952067		2/27/2017
1	STUDENT RESPONSE SYSTEM	1952070		2/27/2017
	TOTAL MISC. INST. TECH. - 90			

FOOD AND NUTRITION

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	FOOD SERVICE KITCHEN EQUIP	0270078	11392464	9/1/1988
1	MIXER-60 QT.	0280136	398621	5/1/1989
1	MIXER-60 QT.	0280496	11402356	5/1/1989
1	FOOD SERVICE KITCHEN EQUIP	0262777	11401332	4/1/1988
1	MIXER-60 QT.	0254166	11-280-870	5/1/1987
1	FOOD SERVICE KITCHEN EQUIP	0254063	11-380-868	5/1/1987
1	MIXER-60 QT.	0266668	11394968	6/1/1988
1	MIXER, 60QT	1952256	31-1119-343	3/1/1998
	TOTAL FOOD AND NUTRITION - 8			

May 2024 Inventoried Surplus
Picked Up and Verified 04/24/2024 thru 05/22/2024

TOTAL ASSETS
MAINTENANCE

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	BURNISHER- RIDING	1883857	1000031820	12/8/2009
1	FLOOR CLEANER/SCRUBBER	1625624	1589224	6/30/2002
	TOTAL MAINTENANCE - 2			

FY 2024 YTD Surplus Sales/Recycling Revenue

Check Date	Item/GovDeals.com	Gross Sales Price	Net Revenue
7/3/2023	ID 1230 - Popcorn Maker	\$155.00	\$150.00
7/7/2023	ID 1199 - Warmer	\$60.00	\$55.00
7/7/2023	ID 1232 - Recumbant Bikes	\$113.00	\$108.00
7/14/2023	ID 1248 - Mower Blades	\$675.00	\$658.13
7/14/2023	ID 1249 - Mower Belts	\$387.00	\$377.33
7/14/2023	ID 1250 - Mower Wheels	\$588.00	\$573.30
7/14/2023	ID 1253 - Mower Wheel Brackets	\$625.00	\$609.38
7/14/2023	ID 1254 - Mower Filters	\$1,925.00	\$1,876.88
7/14/2023	ID 1259 - Kiln	\$52.00	\$47.00
7/14/2023	ID 1262 - Carpet Extractor	\$432.22	\$421.41
7/14/2023	ID 1263 - Floor Scrubber	\$111.00	\$106.00
7/14/2023	ID 1264 - Floor Scrubber	\$101.99	\$96.99
7/14/2023	ID 1267 - Step Ladder	\$72.50	\$67.50
7/21/2023	ID 1243 - Floor Buffer	\$50.00	\$45.00
7/21/2023	ID 1246 - Pressure Washer	\$111.00	\$106.00
7/21/2023	ID 1247 - Microscopes	\$395.00	\$385.13
7/21/2023	ID 1251 - Seat Assemblies	\$700.00	\$682.50
7/21/2023	ID 1252 - Linkage Assemblies	\$750.00	\$731.25
7/21/2023	ID 1255 - Piano	\$875.00	\$853.13
7/21/2023	ID 1256 - Piano	\$625.00	\$609.38
7/21/2023	ID 1257 - Piano Bench	\$25.00	\$20.00
7/21/2023	ID 1261 - Floor Scrubber	\$50.00	\$45.00
7/28/2023	ID 1265 - Floor Scrubber	\$50.00	\$45.00
8/4/2023	ID 1245 - Wet-Dry Vacuum	\$27.00	\$22.00
8/4/2023	ID 1260 - Floor Scrubber	\$25.00	\$20.00
8/11/2023	ID 1234 - Portable Classroom	\$575.00	\$560.63
8/11/2023	ID 1235 - Portable Classroom	\$825.00	\$804.38
8/11/2023	ID 1236 - Portable Classroom	\$25.00	\$20.00
8/11/2023	ID 1237 - Portable Classroom	\$2,875.00	\$2,803.13
8/11/2023	ID 1238 - Portable Classroom	\$1,652.00	\$1,610.70
8/11/2023	ID 1240 - Portable Classroom	\$1,925.00	\$1,876.88
8/11/2023	ID 1244 - Vacuum Cleaner	\$52.00	\$47.00
8/25/2023	ID 1258 - Copiers	\$1,075.00	\$1,048.13
8/25/2023	ID 1266 - Electronic Piano	\$121.00	\$116.00
8/25/2023	ID 1269 - Commerical Utensils	\$185.00	\$180.00
8/25/2023	ID 1270 - Six Compartment Trays	\$510.00	\$497.25
8/25/2023	ID 1273 - Sox Compartment Trays	\$248.00	\$241.80
8/25/2023	ID 1279 - Sliding Door Refrigerator	\$135.00	\$130.00
8/25/2023	ID 1280 - Refrigerated Prep Station	\$170.00	\$165.00
8/25/2023	ID 1283 - 60qt Mixer	\$1,025.00	\$999.38
8/25/2023	ID 1286 - 60qt Mixer	\$1,280.00	\$1,248.00
8/25/2023	ID 1287 - Prep Table	\$170.00	\$165.00
8/25/2023	ID 1289 - Prep Table	\$175.00	\$170.00
9/1/2023	ID 1271 - Commercial Utensils	\$310.00	\$302.25
9/1/2023	ID 1272- Commercial Utensils	\$405.00	\$394.88
9/1/2023	ID 1276 - Milk Box	\$102.00	\$97.00
9/1/2023	ID 1281 - 60 qt Mixer	\$4,550.00	\$4,436.25

9/1/2023	ID 1282 - 60qt Mixer	\$4,450.00	\$4,338.75
9/1/2023	ID 1284 - 60qt Mixer	\$4,272.00	\$4,165.20
9/1/2023	ID 1288 - Mobile Prep Table	\$210.00	\$204.75
9/1/2023	ID 1290 - Prep Table	\$105.00	\$100.00
9/8/2023	ID 1268 - Commercial Utensils	\$470.00	\$458.25
9/8/2023	ID 1300 - Woodwinds	\$280.00	\$273.00
9/15/2023	ID 1274 - Prep Table	\$69.00	\$64.00
9/15/2023	ID 1277 - Milk Box	\$30.00	\$25.00
9/15/2023	ID 1278 - Ingredient Bins	\$395.00	\$385.13
9/15/2023	ID 1285 - 60 qt Mixer	\$2,380.00	\$2,320.50
9/15/2023	ID 1292 - Copiers	\$1,025.00	\$999.38
9/15/2023	ID 1296 - Sub Woofers	\$410.00	\$399.75
9/15/2023	ID 1297 - Amplifiers	\$260.00	\$253.50
9/15/2023	ID 1298 - Keyboard Amplifier	\$150.00	\$145.00
9/15/2023	ID 1299 - Keyboards and Bass Guitar	\$480.00	\$468.00
9/15/2023	ID 1301 - Keyboard	\$102.00	\$97.00
9/15/2023	ID 1302 - Keyboard	\$165.32	\$160.32
9/15/2023	ID 1303 - Audio Mixer	\$101.13	\$96.13
9/15/2023	ID 1304 - Stage Lights, Video Equipment	\$126.00	\$121.00
9/15/2023	ID 1305 - Mac 700 Wash	\$1,210.00	\$1,179.75
9/15/2023	ID 1306 - Mac 700 Wash	\$1,960.00	\$1,911.00
9/22/2023	ID 1294 - Speakers	\$250.00	\$243.75
10/2/2023	ID 1295 - Sub Woofers	\$160.00	\$155.00
10/2/2023	ID 1307 - Spot Light	\$52.00	\$47.00
10/2/2023	ID 1309 - Storage Building	\$5,801.00	\$5,655.98
10/2/2023	ID 1310 - Warmer	\$126.00	\$121.00
10/2/2023	ID 1312 - Pass Thru Cooler	\$120.00	\$115.00
10/2/2023	ID 1313 - Pass Thru Cooler	\$190.00	\$185.00
10/2/2023	ID 1314 - Pass Thru Cooler	\$140.00	\$135.00
10/2/2023	ID 1315 - Pass Thru Cooler	\$190.00	\$185.00
10/2/2023	ID 1319 - Pass Thru Cooler	\$170.00	\$165.00
10/6/2023	ID 1311 - Pass Thru Cooler	\$109.00	\$104.00
10/6/2023	ID 1316 - Pass Thru Cooler	\$38.00	\$33.00
10/6/2023	ID 1317 - Pass Thru Cooler	\$194.00	\$189.00
10/6/2023	ID 1318 - Pass Thru Cooler	\$52.00	\$47.00
10/6/2023	ID 1320 - Prep Table	\$82.00	\$77.00
10/6/2023	ID 1321 - Prep Table	\$180.00	\$175.00
10/6/2023	ID 1322 - Prep Table	\$180.00	\$175.00
10/6/2023	ID 1323 - Prep Table	\$80.00	\$75.00
10/6/2023	ID 1324 - Prep Table	\$120.00	\$115.00
10/6/2023	ID 1325 - Prep Table	\$90.00	\$85.00
10/20/2023	ID 1293 - Speakers	\$250.00	\$243.75
10/27/2023	ID 1327 - Audio Equipment	\$410.00	\$399.75
10/27/2023	ID 1329 - Amplifiers	\$875.00	\$853.13
10/27/2023	ID 1330 - Piano	\$200.00	\$195.00
10/27/2023	ID 1331 - Digital Piano	\$215.00	\$209.63
10/27/2023	ID 1334 - Woodwinds	\$3,555.00	\$3,466.13
10/27/2023	ID 1336 - Riding Scrubber	\$101.00	\$96.00
10/27/2023	ID 1339 - Floor Scrubbers	\$64.00	\$59.00
10/27/2023	ID 1341 - Router/Printer	\$122.00	\$117.00

10/27/2023	ID 1342 - Pressure Washers	\$210.00	\$204.75
10/27/2023	ID 1344 - Stringed Instruments	\$580.00	\$565.50
10/27/2023	ID 1346 - Drums	\$875.00	\$853.13
10/27/2023	ID 1349 - Ice Machine	\$415.00	\$404.63
10/27/2023	ID 1351 - Dyno Machine	\$330.00	\$321.75
11/3/2023	ID 1328 - Video Production Equipment	\$4,350.00	\$4,241.25
11/3/2023	ID 1332 - Electronic Piano	\$97.00	\$92.00
11/3/2023	ID 1335 - Pedi Spa	\$29.00	\$24.00
11/3/2023	ID 1337 - Floor Scrubbers	\$27.00	\$22.00
11/3/2023	ID 1338 - Floor Scrubber	\$27.00	\$22.00
11/3/2023	ID 1350 - Electronic Pianos	\$750.00	\$731.25
11/10/2023	ID 1340 - Vacuum Cleaner	\$32.00	\$27.00
11/10/2023	ID 1352 - Copiers	\$785.00	\$765.38
11/10/2023	ID 1353 - Copiers	\$1,025.00	\$999.38
11/17/2023	ID 1333 - Laminators	\$647.00	\$630.83
11/17/2023	ID 1343 - Laminators	\$185.00	\$180.00
11/14/2023	ID 1326 - Sewing Mahines	\$147.00	\$142.00
11/14/2023	ID 1356 - Dumbell Rack	\$37.00	\$32.00
11/14/2023	ID 1360 - Leg Press	\$510.00	\$497.25
11/14/2023	ID 1363 - Pommell/Vault	\$50.00	\$45.00
12/1/2023	ID 1354 - Upright Piano	\$310.00	\$302.25
12/1/2023	ID 1355 - Balance Beams	\$316.00	\$308.10
12/1/2023	ID 1358 - Glute Machine	\$50.00	\$45.00
12/1/2023	ID 1359 - Glute Machine	\$110.00	\$105.00
12/1/2023	ID 1361 - Glute Machine	\$315.00	\$307.13
12/8/2023	ID 1365 - Prep Table	\$213.00	\$207.68
12/8/2023	ID 1378 - Serving Line	\$333.00	\$324.68
12/8/2023	ID 1382 - Serving Line	\$351.66	\$342.87
12/8/2023	ID 1384 - Serving Line	\$313.00	\$305.18
12/8/2023	ID 1387 - Serving Line	\$339.00	\$330.53
12/8/2023	ID 1389 - Serving Line	\$215.00	\$209.63
12/8/2023	ID 1390 - Serving Line	\$372.00	\$362.70
12/22/2023	ID 1366 - Freezer	\$378.00	\$368.55
12/22/2023	ID 1367 - Milkbox	\$25.00	\$24.38
12/22/2023	ID 1368 - Freezer	\$278.00	\$271.05
12/22/2023	ID 1369 - Double Oven	\$25.00	\$24.38
12/22/2023	ID 1375 - Milkbox	\$25.00	\$24.38
12/22/2023	ID 1377 - Prep Table	\$185.00	\$180.38
12/22/2023	ID 1379 - Serving Line	\$212.00	\$206.70
12/22/2023	ID 1385 - Serving Line	\$61.99	\$60.44
12/22/2023	ID 1386 - Serving Line	\$254.00	\$247.65
12/22/2023	ID 1388 - Serving Line	\$184.00	\$180.26
12/22/2023	ID 1391 - Copiers	\$1,775.00	\$1,730.63
12/22/2023	ID 1392 - Copiers	\$2,000.00	\$1,950.00
1/2/2024	ID 1364 - Stretcher	\$50.00	\$45.00
1/5/2024	ID 1380 - Serving Line	\$83.00	\$80.93
1/5/2024	ID 1381 - Serving Line	\$181.99	\$177.44
1/5/2024	ID 1383 - Serving Line	\$156.00	\$152.10
1/12/2024	ID 1374 - Double Oven	\$110.00	\$107.25
1/26/2024	ID 1370 - Milkbox	\$25.00	\$24.38

1/26/2024	ID 1372 - Milkbox	\$25.00	\$24.38
1/26/2024	ID 1376 - Milk Box	\$53.00	\$51.68
2/2/2024	ID 1403 - Serving Line	\$1,025.00	\$999.38
2/9/2024	ID 1393 - Portable Prep Table	\$37.00	\$36.08
2/9/2024	ID 1395 - Pizza Press	\$310.00	\$302.25
2/9/2024	ID 1396 - Pizza Press	\$310.00	\$302.25
2/9/2024	ID 1397 - Pizza Press	\$330.00	\$321.75
2/9/2024	ID 1398 - Double Oven	\$210.00	\$204.75
2/9/2024	ID 1399 - Heated Cabinet	\$401.00	\$390.98
2/9/2024	ID 1400 - Passthru Refrigerator	\$261.00	\$254.48
2/9/2024	ID 1401 - Heated Cabinet	\$261.00	\$254.48
2/9/2024	ID 1402 - Heated Cabinet	\$261.00	\$254.48
2/23/2024	ID 1394 - Prep Table	\$37.00	\$36.08
3/1/2024	ID 1404 - Pass Through	\$111.01	\$108.23
3/8/2024	ID 1408 - Kiln	\$57.00	\$55.58
3/8/2024	ID 1409 - Audio Equipment	\$600.00	\$585.00
3/8/2024	ID 1415 - Broken Stringed Instruments	\$575.00	\$560.63
3/8/2024	ID 1419 - Vision Testers	\$25.00	\$24.38
3/8/2024	ID 1425 - Floor Scrubber	\$720.00	\$702.00
3/8/2024	ID 1428 - Carpet Extractors	\$152.00	\$148.20
3/8/2024	ID 1429 - Tying Machine	\$79.00	\$77.03
3/8/2024	ID 1430 - Stitching Machine	\$110.00	\$107.25
3/8/2024	ID 1431 - Floor Cleaners	\$102.00	\$99.45
3/8/2024	ID 1432 - Floor Cleaner	\$90.00	\$87.75
3/8/2024	ID 1433 - Floor Cleaners	\$25.00	\$24.38
3/8/2024	ID 1436 - Pottery Wheels	\$27.00	\$26.33
3/15/2024	ID 1405 - Acoustic Guitars	\$499.00	\$486.53
3/15/2024	ID 1406 - Classical Guitars	\$370.00	\$360.75
3/15/2024	ID 1407 - Violin and Horn Instruments	\$113.00	\$110.18
3/15/2024	ID 1410 - Digial Pianos	\$232.00	\$226.20
3/15/2024	ID 1411 - Yamaha P22 Piano	\$25.00	\$24.38
3/15/2024	ID 1412 - Yamaha P22 Piano	\$25.00	\$24.38
3/15/2024	ID 1414 - Enlargers	\$25.00	\$24.38
3/15/2024	ID 1421 - Demonstration Workstation	\$52.00	\$50.70
3/15/2024	ID 1422 - Wet/Dry Vacuum Cleaners	\$27.00	\$26.33
3/15/2024	ID 1424 - Riding Floor Scrubber	\$40.00	\$39.00
3/15/2024	ID 1427 - Riding Floor Scrubber	\$50.09	\$48.84
3/15/2024	ID 1434 - Floor Cleaners	\$102.00	\$99.45
3/15/2024	ID 1435 - Riding Floor Cleaner	\$560.00	\$546.00
3/22/2024	ID 1416 - Floor Buffers	\$52.00	\$50.70
3/22/2024	ID 1417 - Vacuum Pump	\$27.00	\$26.33
3/22/2024	ID 1426 - Riding Floor Scrubber	\$25.00	\$24.38
3/22/2024	ID 1441 - Floor Scrubber	\$365.00	\$355.88
3/22/2024	ID 1442 - Floor Scrubber	\$536.00	\$522.60
3/22/2024	ID 1445 - Laminators	\$159.00	\$155.03
3/22/2024	ID 1460 - Broken Stringed Insturments	\$25.00	\$24.38
3/22/2024	ID 1465 - Milk Box	\$25.00	\$24.38
3/22/2024	ID 1465 - Milk Box	\$25.00	\$24.38
3/29/2024	ID 1461 - Hobart Mixer	\$3,025.00	\$2,949.38
3/29/2024	ID 1463 - Prep Table	\$160.00	\$156.00

3/29/2024	ID 1464 - Prep Table	\$155.00	\$151.13
3/29/2024	ID 1467 - Prep Table	\$435.00	\$424.13
3/29/2024	ID 1474 - Ice Cream Cooler	\$150.00	\$146.25
3/29/2024	ID 1482 - Freezer	\$325.00	\$316.88
3/29/2024	ID 1420 - Waffle Maker	\$82.00	\$79.95
3/29/2024	ID 1437 - Floor Scrubber	\$54.00	\$52.65
3/29/2024	ID 1438 - Ridiing Floor Scrubber	\$111.00	\$108.23
3/29/2024	ID 1439 - Pressure Washer	\$156.00	\$152.10
3/29/2024	ID 1446 - Tire Chains	\$29.00	\$28.28
3/29/2024	ID 1448 - Large Format Printer	\$170.00	\$165.75
3/29/2024	ID 1452 - Café Tables	\$25.00	\$24.38
3/29/2024	ID 1453 - Café Tables	\$25.00	\$24.38
3/29/2024	ID 1455 - Exercise Equipment	\$191.00	\$186.23
4/5/2024	ID 1440 - Riding Scrubber	\$101.00	\$98.48
4/5/2024	ID 1443 - Floor Scrubber	\$101.00	\$98.48
4/5/2024	ID 1447 - Speakers	\$160.00	\$156.00
4/5/2024	ID 1450 - Spotlight	\$30.00	\$29.25
4/5/2024	ID 1451 - Damaged/Broken Xylophones	\$1,525.00	\$1,486.88
4/5/2024	ID 1515 - Marquee Letters	\$32.00	\$31.20
4/5/2024	ID 1517 - Floor Scrubber	\$69.00	\$67.28
4/5/2024	ID 1522 - Music Station	\$32.00	\$31.20
4/5/2024	ID 1523 - Floor Scrubber	\$720.00	\$702.00
4/5/2024	ID 1466 - Milk Box	\$25.00	\$24.38
4/5/2024	ID 1470 - Milk Box	\$25.00	\$24.38
4/5/2024	ID 1471 - Ice Machine	\$415.00	\$404.63
4/5/2024	ID 1472 - Ice Machine	\$510.00	\$497.25
4/5/2024	ID 1473 - Ice Machine	\$420.00	\$409.50
4/5/2024	ID 1475 - Ice Machine	\$800.00	\$780.00
4/5/2024	ID 1478 - Milk Box	\$25.00	\$24.38
4/5/2024	ID 1480 - Milk Box	\$25.00	\$24.38
4/12/2024	ID 1462 - Double Oven	\$900.00	\$877.50
4/12/2024	ID 1476 - Warmer	\$72.00	\$70.20
4/12/2024	ID 1481 - Milk Cooler	\$265.00	\$258.38
4/12/2024	ID 1484 - Slicer	\$777.00	\$757.58
4/12/2024	ID 1485 - Slicer	\$685.00	\$667.88
4/12/2024	ID 1486 - Slicer	\$725.00	\$706.88
4/12/2024	ID 1487 - Slicer	\$777.00	\$757.58
4/12/2024	ID 1490 - Serving Line	\$232.00	\$226.20
4/12/2024	ID 1494 - Two Door Refrigerator	\$525.00	\$511.88
4/12/2024	ID 1495 - Two Door Cooler	\$111.01	\$108.23
4/12/2024	ID 1496 - Serving Line	\$170.00	\$165.75
4/12/2024	ID 1497 - Sliding Door Refrigerator	\$152.00	\$148.20
4/12/2024	ID 1499 - Serving Line	\$281.11	\$274.08
4/12/2024	ID 1500 - Serving Line	\$795.00	\$775.13
4/12/2024	ID 1501 - Serving Line	\$575.00	\$560.63
4/12/2024	ID 1502 - Steamer	\$1,576.00	\$1,536.60
4/12/2024	ID 1504 - Double Oven	\$232.22	\$226.41
4/12/2024	ID 1505 - Tilting Skillet	\$950.00	\$926.25
4/12/2024	ID 1506 - Booster Heater	\$25.00	\$24.38
4/12/2024	ID 1507 - Open Burner Range	\$235.00	\$229.13

4/12/2024	ID 1458 - Drums	\$57.00	\$55.58
4/12/2024	ID 1516 - Filing Cabinets	\$81.00	\$78.98
4/12/2024	ID 1519 - Riding Floor Scrubber	\$60.00	\$58.50
4/12/2024	ID 1524 - Vacuum Cleaners	\$102.00	\$99.45
4/12/2024	ID 1525 - Guitar Cases	\$205.00	\$199.88
4/19/2024	ID 1444 - Floor Scrubber	\$27.00	\$26.33
4/19/2024	ID 1526 - Roll Top Desk	\$25.00	\$24.38
4/19/2024	ID 1527 - Roll Top Desk	\$25.00	\$24.38
4/19/2024	ID 1477 - Milk Cooler	\$38.00	\$37.05
4/19/2024	ID 1479 - Milk Cooler	\$32.00	\$31.20
4/19/2024	ID 1503 - Ice Maker	\$206.00	\$200.85
5/3/2024	ID 1483 - Milk Cooler	\$52.00	\$50.70
5/3/2024	ID 1488 - Steamer	\$73.00	\$71.18
5/3/2024	ID 1489 - Proofing Cabinet	\$121.00	\$117.98
5/3/2024	ID 1362 - Throwing Machine	\$1,313.00	\$1,280.18
5/3/2024	ID 1449 - Digital Piano	\$526.00	\$512.85
5/3/2024	ID 1509 - Riser Stage	\$281.00	\$273.98
5/3/2024	ID 1510 - Laminators	\$210.00	\$204.75
5/3/2024	ID 1511 - Laminators	\$123.00	\$119.93
5/3/2024	ID 1512 - Laminators	\$325.00	\$316.88
5/3/2024	ID 1513 - Laminators	\$245.00	\$238.88
5/3/2024	ID 1514 - Laminators	\$185.00	\$180.38
5/3/2024	ID 1520 - Floor Scrubber	\$79.77	\$77.78
5/3/2024	ID 1521 - Music Station	\$32.00	\$31.20
5/10/2024	ID 1469 - Prep Table	\$210.00	\$204.75
5/10/2024	ID 1532 - Steam Kettle	\$577.00	\$562.58
5/10/2024	ID 1533 - Steamer	\$383.00	\$373.43
5/10/2024	ID 1534 - Ice Machine	\$660.00	\$643.50
5/10/2024	ID 1542 - Prep Table	\$311.00	\$303.23
5/10/2024	ID 1546 - Steamer	\$599.00	\$584.03
5/17/2024	ID 1493 - Warmer	\$77.00	\$75.08
5/17/2024	ID 1498 - Cooler	\$25.00	\$24.38
5/17/2024	ID 1529 - Milk Cooler	\$25.00	\$24.38
5/17/2024	ID 1530 - Two Door Cooler	\$55.00	\$53.63
5/17/2024	ID 1537 - Pass Thru Cooler	\$300.00	\$292.50
5/17/2024	ID 1540 - Insulated Cart	\$41.00	\$39.98
5/17/2024	ID 1544 - Serving Line	\$355.00	\$346.13
5/17/2024	ID 1545 - Proofer	\$385.00	\$375.38
5/17/2024	ID 1547 - Two Door Freezer	\$435.00	\$424.13
5/17/2024	ID 1518 - Floor Scrubber	\$72.00	\$70.20
Subtotal GovDeals Sales		\$119,147.01	\$116,009.48

Check Date	Recycling/Miscellaneous Surplus	Gross Sales Price	Net Revenue
6/26/2023	C.W. Austin	\$38.95	\$38.95
6/27/2023	SA Recycling	\$291.20	\$291.20
7/5/2023	SA Recycling	\$1,880.30	\$1,880.30
7/6/2023	SA Recycling	\$452.40	\$452.40
7/10/2023	SA Recycling	\$243.75	\$243.75

7/11/2023	SA Recycling	\$306.15	\$306.15
7/14/2023	SA Recycling	\$601.90	\$601.90
7/14/2023	Premier Surplus, Inc.	\$1,468.90	\$1,468.90
7/28/2023	SA Recycling	\$322.40	\$322.40
7/24/2023	SA Recycling	\$471.50	\$471.50
7/24/2023	C.W. Austin	\$125.39	\$125.39
7/25/2023	SA Recycling	\$287.10	\$287.10
7/27/2023	Christs Freedom Church	\$100.00	\$100.00
7/28/2023	Premier Surplus, Inc.	\$451.55	\$451.55
7/28/2023	SA Recycling	\$252.85	\$252.85
8/1/2023	478 Events	\$100.00	\$100.00
8/2/2023	SA Recycling	\$590.20	\$590.20
8/3/2023	SA Recycling	\$651.70	\$651.70
8/7/2023	Premier Surplus, Inc.	\$1,917.15	\$1,917.15
8/8/2023	SA Recycling	\$311.50	\$311.50
8/9/2023	J. Garcia	\$10.00	\$10.00
8/10/2023	SA Recycling	\$364.00	\$364.00
8/18/2023	SA Recycling	\$1,282.40	\$1,282.40
8/23/2023	SA Recycling	\$289.10	\$289.10
8/24/2023	Premier Surplus, Inc.	\$1,067.85	\$1,067.85
8/28/2023	C.W. Austin	\$48.42	\$48.42
8/28/2023	J. Marquardt	\$10.00	\$10.00
8/29/2023	KC Wasman LLC	\$500.00	\$500.00
8/31/2023	SA Recycling	\$615.30	\$615.30
9/1/2023	SA Recycling	\$195.30	\$195.30
9/6/2023	SA Recycling	\$467.60	\$467.60
9/7/2023	SA Recycling	\$335.30	\$335.30
9/8/2023	SA Recycling	\$187.60	\$187.60
9/13/2023	SA Recycling	\$417.80	\$417.80
9/18/2023	SJ Payment	\$100.00	\$100.00
9/18/2023	SA Recycling	\$297.50	\$297.50
9/19/2023	Premier Surplus, Inc.	\$1,829.10	\$1,829.10
9/20/2023	SA Recycling	\$511.70	\$511.70
9/21/2023	Premier Surplus, Inc.	\$78.00	\$78.00
9/23/2023	SA Recycling	\$500.50	\$500.50
9/26/2023	SA Recycling	\$1,687.60	\$1,687.60
9/25/2023	C.W. Austin	\$132.55	\$132.55
10/3/2023	SA Recycling	\$7,492.30	\$7,492.30
10/3/2023	SA Recycling	\$4,069.45	\$4,069.45
10/6/2023	SA Recycling	\$285.00	\$285.00
10/11/2023	Premier Surplus, Inc.	\$8,685.65	\$8,685.65
10/17/2023	SA Recycling	\$294.00	\$294.00
10/18/2023	Premier Surplus, Inc.	\$4,130.55	\$4,130.55
10/20/2023	SA Recycling	\$185.50	\$185.50
10/20/2023	Premier Surplus, Inc.	\$3,272.60	\$3,272.60
10/23/2023	C.W. Austin	\$27.37	\$27.37
10/23/2023	Copart	\$3,529.00	\$3,529.00
10/24/2023	Copart	\$7,646.00	\$7,646.00
10/26/2023	Copart	\$247.00	\$247.00
10/31/2023	Copart	\$12,122.00	\$12,122.00

10/31/2023	SA Recycling	\$316.40	\$316.40
11/6/2023	Premier Surplus, Inc.	\$140.50	\$140.50
11/9/2023	SA Recycling	\$311.50	\$311.50
11/13/2023	SA Recycling	\$285.70	\$285.70
11/15/2023	SA Recycling	\$300.30	\$300.30
11/17/2023	Copart	\$9.00	\$9.00
11/22/2023	SA Recycling	\$262.50	\$262.50
11/30/2023	SA Recycling	\$228.20	\$228.20
12/4/2023	C.W. Austin	\$38.91	\$38.91
12/5/2023	Universal Studios	\$180.00	\$180.00
12/8/2023	SA Recycling	\$860.30	\$860.30
12/15/2023	Premier Surplus, Inc.	\$5,733.40	\$5,733.40
12/18/2023	478 Events	\$50.00	\$50.00
12/21/2023	Premier Surplus, Inc.	\$742.35	\$742.35
12/21/2023	SA Recycling	\$272.80	\$272.80
12/22/2023	Premier Surplus, Inc.	\$51.50	\$51.50
1/3/2024	Premier Surplus, Inc.	\$396.30	\$396.30
1/5/2024	SA Recycling	\$262.40	\$262.40
1/5/2024	Premier Surplus, Inc.	\$2,725.15	\$2,725.15
1/8/2024	Copart	\$351.00	\$351.00
1/18/2024	SA Recycling	\$259.20	\$259.20
1/23/2024	Premier Surplus, Inc.	\$7,028.90	\$7,028.90
1/31/2024	SA Recycling	\$312.80	\$312.80
1/29/2024	C.W. Austin	\$33.71	\$33.71
2/8/2024	Premier Surplus, Inc.	\$333.00	\$333.00
2/9/2024	SA Recycling	\$2,091.40	\$2,091.40
2/5/2024	Premier Surplus, Inc.	\$3,233.35	\$3,233.35
2/22/2024	SA Recycling	\$318.40	\$318.40
2/26/2024	C.W. Austin	\$159.05	\$159.05
2/26/2024	Premier Surplus, Inc.	\$3,423.60	\$3,423.60
2/28/2024	SA Recycling	\$370.40	\$370.40
3/7/2024	KC Wasman LLC	\$400.00	\$400.00
3/13/2024	SA Recycling	\$254.10	\$254.10
3/15/2024	Premier Surplus, Inc.	\$3,846.80	\$3,846.80
3/18/2024	S. Garmon	\$20.00	\$20.00
3/21/2024	SA Recycling	\$402.50	\$402.50
3/25/2024	C.W. Austin	\$37.44	\$37.44
3/27/2024	Copart	\$7,376.00	\$7,376.00
3/28/2024	Copart	\$4,030.00	\$4,030.00
3/29/2024	Copart	\$1,047.00	\$1,047.00
4/1/2024	Copart	\$1,911.00	\$1,911.00
4/1/2024	SA Recycling	\$892.40	\$892.40
4/2/2024	Copart	\$2,972.00	\$2,972.00
4/10/2024	Premier Surplus, Inc.	\$221.28	\$221.28
4/16/2024	Copart	\$94.00	\$94.00
4/17/2024	SA Recycling	\$263.80	\$263.80
4/17/2024	Premier Surplus, Inc.	\$2,387.90	\$2,387.90
4/19/2024	Premier Surplus, Inc.	\$127.05	\$127.05
4/23/2024	Copart	\$586.00	\$586.00
4/26/2024	SA Recycling	\$322.70	\$322.70

4/29/2024	Premier Surplus, Inc.	\$3,739.35	\$3,739.35
4/29/2024	C.W. Austin	\$46.29	\$46.29
4/30/2024	J. Peterson	\$90.00	\$90.00
4/30/2024	Copart	\$4,833.00	\$4,833.00
5/9/2024	SA Recycling	\$186.20	\$186.20
Subtotal Recycling/Miscellaneous Surplus		\$140,947.76	\$140,947.76
Grand Total Surplus Sales		\$260,094.77	\$256,957.24
Total FNS Surplus Sales		\$53,234.99	\$51,856.79

**Surplus Furniture and Equipment for Auction or Disposal
as of 05/22/2024**

#	Description	Qty	Unit	Explanation
1	Misc Furniture	1,700	Each	Damaged/Obsolete - reviewed by Warehouse Staff
2	Non-Inventoried Misc Equipment	65	Pallets	Damaged/Obsolete - reviewed by Warehouse Staff
3	Non-Inventoried FNS Equipment	40	Pallets	Damaged/Obsolete - reviewed by FNS
4	Inventoried Technology**	1,505	Each	Damaged/Obsolete - reviewed by Technology Dept
5	Inventoried Maintenance**	2	Each	Damaged/Obsolete - reviewed by Maintenance
6	Inventoried Athletics	0	Each	Damaged/Obsolete - reviewed by Athletics
7	Inventoried Food and Nutrition**	8	Each	Damaged/Obsolete - reviewed by FNS
8	Textbooks/Media Center Books	158	Pallets	Off Adoption/Obsolete - reviewed by T&L
9	Misc Instructional Tech	90	Each	Damaged/Obsolete - reviewed by Technology Dept
10	Transportation/Fleet	0	Each	Damaged/Obsolete - reviewed by Fleet Maintenance
11	Portable Classrooms	0	Each	Damaged/Obsolete - Reviewed by SPLOST

** Detail on file in the Superintendent's office

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
June 13, 2024

TOPIC:

AGENDA ITEM #2 – Recommendation for Approval to Award a Construction Manager at Risk Contract for Addition and Modifications at Bells Ferry Elementary School

BACKGROUND/RATIONALE:

In accordance with the approved SPLOST VI Program, Bells Ferry Elementary School is scheduled to receive an addition and modifications. Award of a contract at this time will allow the project to remain on schedule, with a Substantial Completion date of July 2027.

SUPERINTENDENT'S RECOMMENDATION:

Award a Construction Manager (CM) at Risk Contract to The Winter Construction Company, Atlanta, Georgia, and authorize the Superintendent to execute the contract.

The cost estimated to be:	Proposed CM construction phase fee as a percentage of the cost of work
CM construction phase fee:	1.00%
Budgeted:	<u>Yes</u> – SPLOST VI
Account Charge Code:	S6B003BLFE-245BLDG

DATA SOURCES:

Marc Smith
James Wilson

GREEN highlight indicates content in accordance with HB1010
BLUE highlight indicates content recommended by Human Resources
ORANGE highlight indicates content recommended by ParkerPoe
TAN highlight indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GARH-R Leaves and Absences

~~6/15/23~~ x/x/24

RATIONALE/OBJECTIVE:

On occasion, Cobb County School District (District) employees will need to be absent from work due to legitimate reasons. This rule is established to guide employees in the proper actions necessary when absent.

GENERAL PROVISIONS:

1. Daily attendance and punctuality are performance expectations for all employees and are included in each job description as a primary responsibility.
2. In the event that absence is necessary, employees are responsible for contacting their supervisor prior to the start of the workday. The specific call-in protocol for each school or department will be discussed and provided in writing to all employees.
3. Employees are expected to call in for each day of absence unless they are otherwise notified by their supervisor, or unless they are placed on an approved leave of absence.
4. Sick Leave is provided under state law to provide pay during absences related to medical issues for the employee or immediate family member, as well as for certain other absences.
5. Leave under this Rule may be approved for extended periods of absence that are required for medical or certain other reasons.

I. AVAILABLE LEAVE

A. SICK LEAVE:

1. Accrual and Use of Sick Leave:

- a. Sick Leave is accrued at 1¼ days per working month, provided that at least half the scheduled workdays of the month are worked.
- b. New employees who do not transfer any Sick Leave time to the District will be advanced five (5) days of leave. Due to this advance, the new employee earns no additional leave until the end of the fourth month of service.
- c. Any new employee who has previously worked at another Georgia school district may transfer up to 45 days of unused Sick Leave to the District with verified documentation from the previous district. Such documentation must be provided within the first 90 days of employment with the District.
- d. Terminated employees do not earn Sick Leave for the final month unless they work all the scheduled days of the month.
- e. The maximum accrual is 120 days of Sick Leave.
- f. Employees are not paid for unused Sick Leave when they separate from employment.
- g. Unused Sick Leave will lapse when an employee separates from employment with the District unless the employee is re-employed within 12 months. However, if the employee's work schedule was less than 12 months, s/he will regain the Sick Leave if s/he returns to employment by the beginning of the work calendar following 12 months. (
- h. Employees must take Sick Leave in ¼-day increments.
- i. The Report of Absence form (FS 348) should be used to report absences due to personal or family illness or injury. This form should be completed and submitted to

- 47 the employee's supervisor as soon as the absence is anticipated, or as soon as
48 practical in the case of an unforeseen emergency.
- 49 j. During FMLA approved leave, employees will use accrued leave and Paid Parental
50 Leave, when applicable, in order to be paid for absences. The remaining FMLA weeks
51 will be unpaid.
- 52 k. Employees who have additional available Sick Leave upon expiration of FMLA leave
53 may remain out using Sick Leave until all such leave has been exhausted, with
54 supporting physician documentation.

55 **2. Use of Sick Leave for Personal or Family Illness:**

- 56 a. Personal illness is defined as an illness or injury of the employee or exposure of the
57 employee to a contagious disease which would endanger other people if the employee
58 were on the job.
- 59 b. Family illness is defined as an illness or injury of any member of the employee's
60 immediate family.
- 61 c. For purposes of this section, "immediate family" includes the employee's spouse, child,
62 grandchild, grandparent, parent, the in-law and step equivalents of same, or any
63 dependents as shown in the employee's most recent tax return.
- 64 **d. Provisions:**
- 65 (1) The employee is responsible for notifying the principal/supervisor immediately and
66 for each successive day of absence as required by the principal/supervisor.
- 67 (2) Employees whose jobs require a substitute must take appropriate action to secure
68 a substitute through the District's automated contact system.
- 69 (3) For absences which continue beyond ten (10) or more consecutive workdays it is
70 the employee's responsibility to contact Human Resources/Benefits for further
71 direction and/or approval.
- 72 (4) Employees are expected to return to work on the first workday after the physician
73 determines that no medical disability exists.

74 **3. Required Documentation for the Use of Sick Leave:**

75 The District may require a physician's statement attesting that the employee was absent
76 due to illness if the employee is absent:

- 77 a. Five (5) or more consecutive work days within a school year;
78 b. Seven (7) or more non-consecutive workdays within a school year; or
79 c. On a series of workdays that appear to occur in a pattern, such as a series of Monday
80 and/or Friday absences; or
81 d. Other such circumstances as the District believes necessitates a physician's statement.

82
83 When non-FMLA leave is taken, the District reserves the right to designate a physician, at
84 the District's expense, to confirm the reason for an absence. The employee will have the
85 right to participate in the selection of this physician to the extent that the employee can
86 choose from a list of District approved physicians given to the employee. In the event of
87 unusual circumstances, the employee may utilize the services of a mutually agreed upon
88 physician approved by Human Resources.

89 **4. Donation of Sick Leave to Spouse:**

90 Under specific circumstances, a District employee may donate up to ten (10) Sick Leave
91 days to his/her spouse when that spouse is also a District employee. No other donations
92 of Sick Leave are allowed by the District.

- 93 a. Both spouses must be District employees and both must participate in the Catastrophic
94 Illness Leave Bank.
- 95 b. The receiving spouse must have exhausted all available leave options before being
96 eligible for the donation from his/her spouse.
- 97 c. The receiving spouse must be able to provide medical certification or other appropriate
98 documentation of the need if required.

99 **5. Absence Due to Physical Violence:**

100 Employees absent due to an injury resulting from physical violence by a student while the
101 employee is engaged in the performance of his/her duties shall not be charged with Sick
102 Leave for the first seven (7) workdays of absence resulting from a single injury.

103
104 **B. PERSONAL LEAVE:**

- 105 1. Employees have Personal Leave which allows them to be absent with pay for up to three
106 (3) days per school year for any reason. The District allows employees with 15 or more
107 years of service to be absent four (4) days per school year.
- 108 2. Personal Leave is deducted from available Sick Leave. If no Sick Leave is available,
109 Personal Leave may not be taken.
- 110 3. Employees are required to give as much advance notice as possible for Personal Leave.
- 111 4. Requests for Personal Leave will be approved unless the day requested is considered a
112 "critical needs" day at the school or work site and, therefore, attendance is crucial for
113 effective operations. These days normally include pre- and post-planning, the initial and
114 final work days of the semester, days immediately before and after a holiday break, and
115 standardized testing dates. The Leadership and Learning Division will declare which days
116 are District-wide Critical Days.
 - 117 a. Principals may declare school-specific Critical Days when faculty/staff attendance is
118 deemed critical for the well-being of students, the academic success of the school, or in
119 response to emergencies. Examples include, but are not limited, to:
 - 120 (1) Special events which create unstructured days for students (such as field days)
121 and/or bring large numbers of parents/guardians or other non-employees into the
122 building;
 - 123 (2) State or District mandated testing; and
 - 124 (3) School, regional, or national disasters.
 - 125 b. Principals/Supervisors may differentiate Critical Days for various employee groups such
126 as certificated or classified.
 - 127 c. School-specific Critical Days may not be declared in an effort to reduce the number of
128 employee absences on days routinely characterized by high absenteeism, such as
129 Mondays or Fridays.
 - 130 d. Principals are to submit their non-emergency school-specific Critical Days to the
131 appropriate Level Assistant Superintendent for approval. These days should be part of
132 the annual plan for covering classes when substitutes are not available.
 - 133 e. In emergency situations, Principals should confer with the appropriate Level Assistant
134 Superintendent prior to declaring a school-specific Critical Day.
 - 135 f. When emergency situations arise which necessitate an employee's absence for
136 personal/professional reasons on District-wide or school-specific Critical Days, the
137 Principal/Supervisor will approve or deny the request.
 - 138 g. The Superintendent/Principal/Supervisor or designee may deny all requests for
139 Personal Leave at any time that the actual or anticipated absences of a specific
140 school/department/division on a given date reach 10% of the total staff.
- 141 5. Requests for Personal Leave cannot be denied due to failure to disclose the reason for the
142 absence.
143

144 C. PARENTAL LEAVE:

145 It is the employee's responsibility to check with Human Resources/Benefits to determine
146 individual eligibility for Maternity/Paternity/Adoptive/Foster leave (Parental Leave), based on
147 the criteria set forth below.

148 1. **Family and Medical Leave Act for Child Bonding:**

149 Eligible employees are allowed up to 12 weeks of unpaid leave under the Family Medical
150 Leave Act (FMLA) for the birth and care of a newborn or the legal placement of a child with
151 the employee for adoption or foster care ("child bonding") in accordance with Board Policy
152 GBRIG and GBRIG-R.

153 a. Use of Accrued Leave/Paid Parental Leave (PPL):

154 Delivering, non-delivering, adoptive, and foster parents must use accrued leave and
155 Paid Parental Leave (PPL) in order to be paid for absences related to
156 parental/adoption/foster care. The remaining FMLA weeks will be unpaid.

157 b. As provided by law, the District requires that FMLA leave for child bonding be taken in
158 a continuous block. If a delivering, non-delivering, adoptive, or foster parent chooses
159 not to utilize the entire FMLA child bonding leave in a 12-week continuous block, s/he
160 forfeits any remaining FMLA leave for child bonding. S/he does not forfeit any
161 remaining FMLA leave for another qualifying event.

162 c. When both spouses are employed by the school system, the combined total amount of
163 leave that may be taken because of the birth, adoption or foster care placement of a

164 child and bonding with the child may not exceed 12 weeks during a 12-month period.
165 This restriction does not apply to leaves of absence occasioned by either spouse's own
166 serious health condition or that of their child.

167 **2. Paid Parental Leave:**

- 168 a. Eligible full-time ~~or part-time benefitted~~ employees of the District are eligible to
169 request PPL in accordance with O.C.G.A. § 45-20-17 and applicable guidelines
170 implemented by the District for the following qualifying events:
171 (1) The birth of a child;
172 (2) The placement of a minor child for adoption; and
173 (3) The placement of a minor child for foster care.
- 174 b. PPL shall run concurrently with any other leave provided under federal law, specifically
175 ~~the FMLA~~. However, employees who meet eligibility requirements may qualify for PPL
176 regardless of whether the employee is eligible for paid or unpaid leave under the FMLA.
- 177 c. Employees who are eligible for PPL but not **FMLA other leave provided under**
178 **federal law** may take PPL intermittently. If the employee is eligible for PPL and **FMLA**
179 **other leave provided under federal law**, PPL must be taken ~~in a continuous block,~~
180 concurrently with **FMLA such leave**.
- 181 d. The maximum amount of PPL that may be taken by any eligible employee during any
182 rolling 365-day period is ~~120~~ **240** hours, regardless of the number of qualifying events
183 that occur within such period.
- 184 e. Documentation shall be required to establish the existence of a qualifying event in
185 accordance with applicable guidelines implemented by the District.
- 186 f. No portion of any such leave that remains 365 days after the qualifying life event shall
187 carry over for future use.
- 188 g. Unused PPL shall have no cash value upon separation of employment.
- 189 h. Requests for PPL shall be made to Human Resources/Benefits.

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191 **D. BEREAVEMENT LEAVE:**

192 In the event of the death of a family member, employees may be absent up to five (5) days.
193 Any available Sick Leave must be used for purposes related to the bereavement.

- 194 1. For purposes of this section, "family member" includes the employee's spouse, children,
195 mother, father, brother, sister, grandmother, grandfather, grandchildren, the in-law and
196 step equivalents of same, and also any other relative living in the household of the
197 employee for whom the employee is legally responsible.
- 198 2. While the District is sensitive to these situations, employees are requested to take no more
199 time off than is necessary for travel, funeral services, and related activities.
- 200 3. If more than five (5) days of absence is necessary due to the death of a family member –
201 such as for extended travel or estate duties – extended bereavement may be requested
202 for up to a total of 20 days. Employees should contact Human Resources/Benefits for
203 further direction. If days are not consecutive, the employee must make reasonable
204 attempts to schedule the days to minimize the impact on s/he work and to avoid being
205 absent on Critical Days.
- 206 4. In the event of a death of someone outside the family members defined above, the
207 employee may use up to one (1) day of Sick Leave for purposes related to the
208 bereavement as well as any remaining Personal Leave.
- 209 5. If no Sick Leave is available, the absence is unpaid.

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211 **E. OTHER ABSENCES:**

212 **1. Jury or Legal Service Duty:**

- 213 a. Employees will receive regular pay when absent due to a jury duty summons.
214 b. Employees who are subpoenaed in a case arising out of their duties as a teacher will be
215 allowed to be absent and will receive regular pay.
216 c. Absences for jury or legal service duty will be excused and will not be used in any
217 disciplinary process.

218 **2. Administrative Leave:**

- 219 a. During investigations or other situations, the District may direct that an employee
220 remains off work. This administratively required leave will be paid at the employee's
221 regular rate of pay.
222 b. State law must be followed concerning administrative leave for certificated employees.

- 223 3. **Professional Leave:**
224 a. Employees may attend work-related conferences, seminars, or training sessions at the
225 direction of their supervisor. Time away from the workplace to attend these events is
226 considered professional leave and is paid as regular work time.
227 b. Employees who wish to attend conferences of their own choice would use Personal
228 Leave as noted above.
- 229 4. **Short-term Military Leave:**
230 a. District employees are extended the right to short-term military leave of absence upon
231 receipt of official notification of a call to active duty (includes National Guard, Reserve,
232 and Georgia State Defense Force). This leave is not a part of the employee's sick leave
233 accrual. Please contact Human Resources/Benefits for further direction.
234 b. Upon receipt of official documentation, the employee shall be approved and granted
235 paid leave in accordance with O.C.G.A § 38-2-279. The employee will provide written
236 documentation as to the duty being required to Human Resources/Benefits, and the
237 required dates of duty should be submitted via submission of a completed Report of
238 Absence Form. (FS 348).
- 239 5. **Family Medical Leave:**
240 See Administrative Rule GBRIG-R (Federal Family and Medical Leave Act).
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243 **II. OTHER ISSUES RELATED TO ABSENCES**

244 **A. MEDICAL DOCUMENTATION TO PERFORM (FITNESS FOR DUTY):**

245 To ensure the safety of students, employees and co-workers, the District may require an
246 employee returning from extended leave to gain a physician's confirmation that s/he is
247 physically and mentally able to perform essential functions of the employee's job as noted in
248 the job description and further explained by the employee.

- 249 1. The District may designate a physician to confirm the employee's ability to perform the
250 job. This evaluation would be performed at District expense. The District will follow the
251 determination of this physician.
252 2. At the District's discretion, employees may be required to remain off work until the results
253 of the evaluation are available. In such event, the employee may use available leave to
254 pay for the time off work.
255 3. **If** the employee is determined to be "unfit for duty," the employee must present a full
256 duty medical release from the treating physician for the condition causing that
257 determination before he/she returns to work.
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260 **B. PERFORMANCE EXPECTATIONS:**

261 Employees who had been placed on a Remediation Plan or other type of performance
262 improvement plan prior to their leave of absence will continue under the requirements of that
263 plan following the leave of absence, even if in a new position and/or at a different school or
264 department.
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267 **III. PERFORMANCE DOCUMENTATION GUIDELINES:**

268 **A. GENERAL PROVISIONS:**

269 District supervisors are expected to monitor attendance and promote high attendance
270 standards among their staff. Recognizing the health and welfare needs of our employees and
271 their families and in conformance with applicable state and federal laws, the District provides
272 designated categories of leave for which employees may seek approval when circumstances
273 dictate:
274

- 275 1. Administrative Rule GBRIG-R (Federal Family and Medical Leave Act)
276 2. Administrative Rule GARH-R (Leaves and Absences)
277 3. Administrative Rule GARK-R (Vacations)
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279 **B. IMPLEMENTATION:**

280 Supervisors are expected to implement and enforce the District attendance rules in
281 accordance with the following provisions:

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1. **Ethics:**
Leave approved for a designated purpose may not be used for any other purpose (Standard 4, Georgia Professional Standards Commission Code of Ethics). (See Administrative Rule GAGC-R [Employee Ethics])
2. **Approved Absences:**
The following types of approved absences will not be counted against an employee’s annual attendance evaluation:
 - a. Administrative leave (see Part I, Section E.2. above).
 - b. Bereavement leave (see Part I, Section D. above);
 - c. FMLA: Leave granted under the Family Medical Leave Act (see Administrative Rule GBRIG-R Federal Family and Medical Leave Act) (see also Part I, Section C.1. above);
 - d. Jury duty (see Part I, Section E.1. above);
 - e. Military leave (see Part I, Section E.4. above);
 - f. Paid Parental Leave (see Part I, Section C.2. above);
 - g. Professional leave (see Part I, Section E.3. above);
 - h. Vacation leave (Administrative Rule GARK-R [Vacations]);
 - i. Worker’s Compensation leave (Administrative Rule EGAA-R [Workers’ Compensation]).
3. **Acceptable Absences:**
Other than and in addition to the absences listed in Part III, Paragraph B.2. above, the following chart defines what may be considered a reasonable level of absence from the job when addressing an unacceptable pattern of absences:

Employee’s Annual Work Calendar	Number of Workdays*
178-187 days	6½
188-192 days	7
193-207 days	7½
208-237 days	8
Annual Administrative and Operational	9

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*Supervisors of hourly employees shall convert the above number of workdays to equivalent work hours.

4. **Unauthorized Absences:**
 - a. Absences for reasons other than those listed above, as well as absences without proper notification to management and absences after time has been denied or approved leave has expired, may be considered a violation of this Rule unless the absences are approved in advance by the Superintendent or designee.
 - b. Unauthorized absences may result in the deduction from the employee’s pay of a full working day’s pay for each day absent.
 - c. The District may require acceptable proof of the reason for an employee’s absence when there is a question as to whether the absence is acceptable.
 - d. As permitted by federal and Georgia law, unauthorized absences may be deemed job abandonment. For classified employees, unauthorized absences and/or absences without notification which last three or more consecutive workdays are deemed to be job abandonment and such abandonment will be considered a voluntary resignation of employment. For certified employees, such abandonment shall be considered grounds for termination pursuant to Administrative Rule GBK-R (Discipline, Suspension, and Dismissal of Staff).

C. GUIDELINES:

1. Refer to Part I, (Available Leave) above for specific requirements regarding requesting, approval and required documentation of leave.
2. **Leave Category:**
Employees may not change an absence to a different leave category after the absence has occurred unless approved by authorizing supervisor within the same pay period.
3. **Discipline:**
 - a. **Excessive Absences:**
Absences in excess of the number of days identified in the above table within a fiscal year may result in corrective action consistent with progressive discipline (see

334 Administrative Rule GBK-R). Supervisors should exercise discretion in the assignment
335 of progressive discipline.
336 b. **Tardiness:**
337 Unexcused tardiness may also result in corrective action consistent with progressive
338 discipline (Administrative Rule GBK-R [Professional Personnel Suspension]).
339 Supervisors should exercise discretion in the assignment of progressive discipline.
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343 Adopted: 8/10/77
344 Revised: 7/10/79; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 2/13/86
345 Reviewed: 6/19/86
346 Revised: 2/28/91; 6/27/91; 9/22/94; 6/9/04
347 Reclassified an Administrative Rule: 9/1/04
348 Revised: 10/13/04; 7/1/05; 11/14/07; 2/13/08; 6/11/08; 2/10/10; 3/10/10; 4/13/11; 9/14/11
349 Revised and recoded: 7/19/12 (Previously coded as Administrative Rules GCC and GBEBD)
350 Revised: 7/24/13; 1/31/14; 2/16/17; 5/5/17; 10/11/17; 7/1/18; 1/18/19; 5/24/19; 6/10/21; 6/15/23; **x/x/24**
351

352 Legal Reference:
353 O.C.G.A. 20-2-853 Accumulation of and payment for unused sick leave
354 O.C.G.A. 20-2-182 Program weights to reflect funds for payment of salaries and benefits
355 O.C.G.A. 20-2-850 Sick leave for teachers and other personnel
356 O.C.G.A. 20-2-852 Maternity leave
357 O.C.G.A. 20-2-870 Right to leave for jury duty or when subpoenaed
358 O.C.G.A. 21-2-404 Affording employees time off to vote
359 O.C.G.A. 34-1-3 Discrimination against employee for attending judicial proceeding in response to subpoena
360 prohibited
361 O.C.G.A. 38-2-279 Rights of public officers and employees absent on military duty
362 O.C.G.A. 45-20-30 Leave of absence for blood donation
363 O.C.G.A. 47-3-92 Absence from employment due to sick leave; TRS creditable service
364 O.C.G.A. 45-20-17 Paid Parental Leave
365 29 CFR Part 825 The Family and Medical Leave Act of 1993 - Regulations
366 29 USC 2601 Family and Medical Leave Act

GREEN highlight indicates content recommended by School Social Work and School Counseling
BLUE highlight indicates content recommended by Policy & Planning
YELLOW highlight indicates content relocated within the rule
ORANGE highlight indicates content recommended by ParkerPoe
TAN highlight font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

IFD-R Animals in Schools

~~12/8/22~~ x/x/24

1 RATIONALE/OBJECTIVE:

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3 The Cobb County School District (District) recognizes that the use of animals in schools can
4 provide a benefit to students and staff and adheres to the requirement of the Americans with
5 Disabilities Act (ADA) in reference to animals in schools.
6

7 8 RULE:

9 10 A. DEFINITIONS:

11 1. Handler:

12 a. For Service Animals:

13 An individual with a disability for whose benefit a service animal has been trained to do
14 work or perform tasks. The principal or other designated building supervisor may
15 consider on a case-by-case basis requests from parents for another person to be the
16 animal's handler if the disabled person is physically or mentally unable to exercise the
17 proper amount of control over the animal.

18 b. For Emotional Support/Comfort Animals and Therapy Dog Teams:

19 A District school counselor, school social worker, or school psychologist who
20 has received appropriate training.

21 2. Service Animal:

22 Any dog that is individually trained to do work or perform tasks for the benefit of an
23 individual with a disability, including a physical, sensory, psychiatric, intellectual, or other
24 mental disability. Other species of animals, whether wild or domestic, trained or untrained,
25 are not Service Animals for the purposes of this definition. (See, however, Section G
26 below). The work or tasks performed by a Service Animal must be directly related to the
27 individual's disability. Examples of work or tasks include, but are not limited to, assisting
28 individuals who are blind or have low vision with navigation and other tasks, alerting
29 individuals who are deaf or hard of hearing to the presence of people or sounds, providing
30 non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a
31 seizure, alerting individuals to the presence of allergens, retrieving items such as medicine
32 or the telephone, providing physical support and assistance with balance and stability to
33 individuals with mobility disabilities, and helping persons with psychiatric and neurological
34 disabilities by preventing or interrupting impulsive or destructive behaviors. The crime
35 deterrent effects of an animal's presence and the provision of emotional support, well-
36 being, comfort, or companionship do not constitute work or tasks for the purposes of this
37 definition.

38 3. Emotional Support/Comfort Animal:

39 a. An Emotional Support/Comfort Animal is an animal whose function is to provide
40 comfort, companionship, therapeutic benefits, or to promote general emotional well-
41 being. Emotional Support/Comfort Animals are not trained to perform a disability-
42 specific task and are not Service Animals as defined by law or this rule.

- b. An Emotional Support/Comfort Animal may be used at the discretion of the principal as part of a specific crisis intervention program **and as approved by the appropriate assistant superintendent.**
 - c. The use of an Emotional Support/Comfort Animal is subject to the same guidelines and expectations as outlined for service animals as listed herein.
 - d. **An Emotional Support/Comfort Animal and the associated interventions is to be used only by District school counselors, school social workers, or school psychologists that utilizes interventions for students within the scope of their job description as approved by the appropriate assistant superintendent.**
 - e. **Emotional Support/Comfort Animals must be fully certified by a recognized organization and proof of certification shall be provided prior to allowing the animal on campus.**
4. **Therapy Dog Team:**
- a. **A registered therapy dog and their handler who utilizes Animal Assisted Interventions (AAI) to assist students who are struggling with emotional regulation (anger management, bullying behavior, anti-social conduct, and reduce stress and anxiety) while also contributing to the improvement of academics.**
 - b. **A therapy dog and the associated interventions are to be used only by District school counselors, school social worker, or school psychologist who utilizes interventions for students within the scope of their job description as approved by the appropriate assistant superintendent.**
 - c. **Therapy Dog Teams must be fully certified by a recognized organization and proof of certification shall be provided prior to allowing the animal on campus.**
5. **Approved Animal:**
Collectively refers to a Service Animal, Emotional Support/Comfort Animal and Therapy Dog Team.

B. REQUIREMENTS FOR SERVICE ANIMALS/EMOTIONAL SUPPORT/COMFORT ANIMALS/THERAPY DOG TEAMS AND HANDLERS:

The District and its employees are generally not responsible for the care and supervision of a ~~Service Animal~~ **an Approved Animal**. A ~~Service Animal~~ **An Approved Animal** is the personal property of the Handler and/or his parent(s) or guardian(s). The District does not assume responsibility for training, daily care, or healthcare of ~~Service Animals~~ **Approved Animals**. The Handler shall be responsible for ensuring that the ~~Service Animal~~ **Approved Animal** complies with each of the following requirements:

1. **Control:**

- a. A Handler must exercise control over their ~~Service Animal~~ **Approved Animal** at all times. A Handler shall be prohibited from transferring control of a ~~Service Animal~~ **an Approved Animal** to another person for any period of time. In addition, a Handler's control over a ~~Service Animal~~ **an Approved Animal** shall be sufficient to prevent the ~~Service Animal~~ **Approved Animal** from engaging in unruly or disruptive behavior, including but not limited to barking, biting, growling, whining, attacking, jumping at others, jumping on others, or running around.
- b. A ~~Service Animal~~ **An Approved Animal** shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the ~~Service Animal's~~ **an Approved Animal's** safe, effective performance of work or tasks, in which case the ~~Service Animal~~ **Approved Animal** must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- c. If a ~~Service Animal~~ **an Approved Animal** is out of control and the Handler does not take effective action to control it, the Handler may be asked to remove the ~~Service Animal~~ **Approved Animal** from District facilities until such time as the Handler is capable of exercising control over the ~~Service Animal~~ **Approved Animal**.
- d. In the event the Handler is not capable of exercising control over their ~~Service Animal~~ **Approved Animal**, the Handler shall be responsible for providing an individual to

assist the Handler in exercising and maintaining control over the ~~Service Animal~~
Approved Animal.

2. **Housebroken:**

- a. All ~~Service Animal~~ **Approved Animal** must be housebroken.
- b. Handlers, in coordination with local school or location staff, shall identify an appropriate location isolated from student activities for a ~~Service Animal~~ **an Approved Animal** to eliminate liquid and solid waste. All solid waste generated by the ~~Service Animal~~ **Approved Animal** shall be collected in a plastic bag, removed and disposed of in a trash receptacle immediately by the Handler. It is the responsibility of the handler to provide plastic bags or other materials required to implement this provision in a sanitary manner.
- c. Where a ~~Service Animal~~ **an Approved Animal** fails to control its bodily functions due to an isolated illness or accident, the Handler shall immediately clean and disinfect the exposed area and dispose of all fluid and solid waste.
- d. In the event that the Handler is not capable of attending to the bodily functions of the ~~Service Animal~~ **Approved Animal**, the Handler shall be responsible for providing an individual to assist the Handler.

3. **Vaccinations, Illness, and Grooming:**

- a. All ~~Service Animals~~ **Approved Animals** shall be inoculated for the prevention of rabies and all other vaccines required by local law or ordinance. School officials shall be provided, upon request, copies of inoculation or vaccination certificates from the animal's veterinarian.
- b. A Handler shall not bring a ~~Service Animal~~ **an Approved Animal** to a District facility whenever the ~~Service Animal~~ **Approved Animal** is ill. Whenever a ~~Service Animal~~ **an Approved Animal** becomes ill while at a District facility, the ~~Service Animal~~ **Approved Animal** shall be removed immediately.
- c. Handlers shall ensure that their ~~Service Animal~~ **Approved Animal** is clean and well groomed. ~~Service Animals~~ **Approved Animals** shall be free of fleas and other insects, free of foul odors, and appropriately groomed. Where a Handler is notified that a ~~Service Animal~~ **an Approved Animal** is not clean and well groomed, the Handler shall not return to a District facility with the ~~Service Animal~~ **Approved Animal** until the ~~Service Animal~~ **Approved Animal** has been appropriately treated, cleaned or groomed.

4. **Liability:**

- a. The Handler and his/her parents/guardians are liable for all damages caused by the Service Animal, including, but not limited to, injuries to other students or staff, damages to District property, damages to staff or student property, cleaning costs, etc.
- b. **Handlers of Emotional Support/Comfort Animals and Therapy Dog Teams are liable for all damages caused by the Emotional Support/Comfort Animals and Therapy Dog Teams, including, but not limited to, injuries to other students or staff, damages to District property, damages to staff and student property, cleaning costs, etc. Prior to bringing a dog on campus, Handlers of Emotional Support/Comfort Animals and Therapy Dog Teams must provide proof of insurance.**
- c. ~~b.~~ The Handler shall immediately report all incidents of property damage or personal injury caused by the ~~Service Animal~~ **Approved Animal** at a District facility or a District event to the local school principal.
- d. **Proof of current registration/certificate (from an AKC approved organization) must be kept on hand at all times by Emotional Support/Comfort Animal and Therapy Dog Handlers.**

5. **Exceptions:**

In the event that the Handler is incapable of exercising control over their ~~Service Animal~~ **Approved Animal** or attending to the bodily functions of the Service Animal the appropriate school-based team may consider accommodations on a case-by-case basis.

C. ACCESS SPECIFIC TO SERVICE ANIMALS:

1. **General Rule:**

- a. Handlers accompanied by Service Animals shall generally be permitted to be accompanied by their Service Animals in all areas of a District facility where the student would otherwise be permitted, subject to the same terms and conditions applicable to other students.
- b. Handlers will not be subject to any additional fee or surcharge because they are accompanied by a Service Animal.
- c. If it is obvious what service the Service Animal provides to the individual with a disability, then District staff should not make any further inquiries regarding the tasks performed by the service animal (i.e. a guide dog for an individual with impaired vision). Only limited inquiries are allowed by District staff to determine if a dog is a service animal when it is not obvious what service the dog provides, and staff may ask only the following two questions:
 - (1) Is the service animal required because of a disability?
 - (2) What work or task has the service animal been trained to perform?
- d. District staff shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

2. **Exceptions:**

- a. **Control:**
A Service Animal may be removed from a District facility where the Handler fails to exercise control over the Service Animal.
- b. **Housebroken:**
A Service Animal may be removed from a District facility where the Service Animal is not housebroken. Isolated accidents and illness will be tolerated on a case-by-case basis.
- c. **Illness:**
A Service Animal may be removed from a District facility where the Service Animal is ill.
- d. **Grooming:**
A Service Animal may be removed from a District facility where the Service Animal is not clean and well groomed, including free of fleas and other insects, and free of foul odors.

3. **Health and Safety of the Handler, Animal or Other Persons:**

- a. Where the presence of the Service Animal would pose a direct threat to the health, or safety of the Handler, students, staff, or others, the Service Animal may be denied access. Examples: Food Preparation Areas, and Science Laboratories. These areas should be identified in the service implementation plan (see Paragraph D below).
- b. In determining whether a Service Animal pose a direct threat to the health or safety of others, the Teaching and Learning Support and Specialized Services Assistant Superintendent (or designee) will conduct an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

4. **Fundamental Alteration:**

A Service Animal may be removed from a District facility where the presence of the Service Animal would cause or require a fundamental alteration of a program or activity. For example, an animal that continually interrupts the classroom or educational program may be removed from the building. However, isolated events of misbehavior from an otherwise controlled animal will not give rise to a removal.

5. **Opportunity to Participate:**

Where a Service Animal is denied access to a District facility on any of the foregoing grounds, the student Handler shall be given the opportunity to participate in the service, program, or activity without having the Service Animal on the premises.

D. IMPLEMENTATION PLAN FOR ALL SERVICE ANIMALS:

1. **Notification:**

214 The District encourages parents and guardians of Handlers to notify the principal of the
215 local school they will be attending as far in advance as possible of the fact that their child
216 intends to be accompanied by a Service Animal while attending school.

217 **2. Implementation Plan:**

- 218 a. Upon receipt of notification that a student seeks to be accompanied by a Service
219 Animal trained to assist them with their disability, the principal of the local school, or
220 designee, should invite the parent(s), guardian(s), and Handler to the school to assist
221 in the development of an Implementation Plan to facilitate the Handler and the Service
222 Animals school attendance.
- 223 b. The Implementation Plan should be developed with the input and assistance of
224 appropriate District staff members. Implementation Plan Team members may include,
225 but not be limited to, administrators, teachers, paraprofessionals, cafeteria staff, and
226 transportation staff.
- 227 c. The Implementation Plan may include but is not limited to:
- 228 (1) Plans to familiarize the Handler and Service Animal with the school campus;
 - 229 (2) Plans to orient the Service Animal to school faculty and students;
 - 230 (3) Plans to educate others on proper behavior around a Service Animal;
 - 231 (4) Plans, procedures and locations for the Service Animal's bodily functions;
 - 232 (5) Plans to accommodate the Service Animals need for rest time;
 - 233 (6) Plans to accommodate the Service Animals need for water;
 - 234 (7) Plans to evacuate the Service Animal and the Handler in the event of an
235 emergency; and,
 - 236 (8) Areas where the presence of the Service Animal may pose a direct threat, as
237 outlined above.
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239 **E. IMPLEMENTATION AND DISPUTES FOR SERVICE ANIMALS:**

- 240 1. This procedure shall be implemented by the principal of the local school, or the individual
241 in charge of District facility where the Handler and Service Animal seek access.
- 242 2. In the event that a parent or guardian of a Handler believes that a Handler and his or her
243 Service Animal have been improperly denied access to District facility, the parent or
244 guardian shall first notify the principal of the local school, or individual in charge of specific
245 facility where the Handler and Service Animal seek access in writing of the facts or
246 circumstances under which they contend access was improperly denied. The principal of
247 the local school or individual in charge of the facility where the Handler and Service Animal
248 seek access shall review the facts and circumstances of the parent or guardian's complaint
249 and issue a decision in a reasonable time, not to exceed twenty (20) school days from the
250 receipt of the parent or guardian's complaint.
- 251 3. In the event that the parent or guardian of a Handler believes that the decision of the
252 principal of the local school or the individual in charge of the facility where the Handler and
253 Service Animal seek access is in error, then a parent or guardian shall file a written
254 complaint with the Teaching and Learning Support and Specialized Services Assistant
255 Superintendent. Upon receipt of a complaint the assistant superintendent (or designee)
256 shall conduct an investigation to determine whether a Handler or his or her Service Animal
257 have been improperly denied access to the District's facilities. The investigation shall, in
258 the discretion of the investigator, include discussions with the parent, guardian, Handler,
259 District staff members, medical and veterinary professionals, and any other relevant
260 source.
- 261 4. The investigator shall issue a written decision on the complaint within a reasonable time,
262 not to exceed twenty (20) days from the receipt of the parent or guardian's complaint.
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264 **F. IDEA AND SECTION 504 REMEDIES RELATED TO SERVICE ANIMALS:**

- 265 1. In the event that a parent, guardian of eligible Handler contend the additional
266 accommodations are necessary to provide a disabled student with a Free Appropriate
267 Public Education, beyond those offered by this policy, the Student's IEP Committee and/or
268 504 Committee shall address those concerns on a case-by-case basis.
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270 **G. MINIATURE HORSES**

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1. Reasonable modifications in policies, practices, or procedures will be made to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.
 2. In determining whether reasonable modifications in policies, practices, and procedures can be made to allow a miniature horse into a specific District facility, the District must consider the following factors:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 - b. Whether the Handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
 3. All additional requirements for Service Animals in these regulations shall apply to miniature horses.

287 **H. EMOTIONAL SUPPORT/COMFORT ANIMALS:**

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- ~~1. An emotional support/comfort animal is an animal that's function is to provide comfort, companionship, therapeutic benefits, or to promote general emotional well-being. Emotional support/comfort animals are not trained to perform a disability-specific task and are not Service Animals as defined by law or this rule.~~
 - ~~2. An emotional support/comfort animal may be used at the discretion of the principal as part of a specific crisis intervention program.~~
 - ~~3. The use of an emotional support/comfort animal is subject to the same guidelines and expectations as outlined for service animals as listed above.~~

297 **I. CLASSROOM PETS:**

298 Classroom pets can provide opportunities to achieve a variety of learning objectives. Due to
299 the issues such as allergies, injuries, and zoonotic diseases, however, teachers should
300 exercise restraint and take appropriate measures to limit the risks associated with classroom
301 pets.

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1. Classroom pets shall be allowed at the discretion of the building principal.
 2. Classroom pets should be limited to animals that are bred in captivity, and necessary to achieve the learning objectives. Animals appropriate for the classroom include fish, psittacine birds, reptiles and amphibians, and pocket pets (e.g., hamsters, guinea pigs, gerbils).
 3. Students should not be permitted to handle any pet or be given caring or cleaning duties without prior parent/guardian consent.
 4. Cleaning of pet enclosures should be done as often as necessary following procedures outlined below, to keep the animal healthy, prevent odors from building up, and eliminate any unsanitary conditions.
 5. Procedures:
 - a. Fish – Use disposable gloves when cleaning aquariums, and do not dispose of aquarium water in sinks used for food preparation or for obtaining drinking water.
 - b. Psittacine birds – Because these birds (parrots, parakeets, budgies, cockatiels) can carry disease, they cannot be handled by students. Staff members should clean cages when students are not present. Birds must be treated or test negative for psittacosis (chlamydiosis).
 - c. Reptiles and Amphibians – Because of the risk of Salmonella bacteria, special precautions must be taken when students handle these animals. Students under the age of five should not have contact with reptiles and amphibians. No turtles with a carapace length less than four inches are allowed in schools. Any child handling a reptile or amphibian must wash his/her hands thoroughly with warm water and soap afterwards. Hand sanitizer or "wet wipes" can only be used as an adjunct to soap and water.
 - d. Hamsters, Guinea pigs, and Gerbils – Because these "pocket pets" can carry Salmonella bacteria and Lymphocytic choriomeningitis virus, special care must be

328 taken when students handle these animals. Students under the age of five must not
329 handle these animals. Any student handling a "pocket pet" should be instructed to
330 wash his/her hands thoroughly with warm water and soap afterwards. Hand sanitizer
331 or "wet wipes" can only be used as an adjunct to soap and water.
332 6. Any animal bites or scratches from a classroom pet should be immediately reported to the
333 school nurse.

334 **I. LIMITATIONS:**

- 335 1. **Nothing in this Rule shall infringe upon any right provided to students with**
336 **individualized education programs or plans pursuant to the Individuals with**
337 **Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973**
338 **(Section 504), or the Americans with Disabilities Act (ADA).**
339 2. **Nothing in this Rule shall infringe upon the use of trained animals by law**
340 **enforcement as part of their duties and responsibilities.**

341
342 Adopted: 12/8/22
343 **Revised: x/x/24**

344
345 Legal Reference:
346 O.C.G.A. 20-2-1160 LBOE tribunal power to determine local school controversies; appeals; special ed provisions
347 O.C.G.A. 30-4-2 Equal accommodations for blind and deaf persons, and persons with visual or physical
348 disabilities; use of guide or service dogs; rights of dog trainers and raisers
349 28 CFR 35.136 Non-Discrimination in State and Local Government Services: Service Animals
350 34 CFR 104.7 Section 504 - Designation of responsible employee and adoption of grievance procedures
351 34 CFR 100.7(c) Title VI - Conduct of investigations
352 34 CFR 106.8 Title IX - Designation of responsible employee and adoption of grievance procedures for sex
353 discrimination
354 20 USC 1681 Title IX of the Education Amendments of 1972

GREEN highlight indicates content recommended by Student Discipline
BLUE highlight indicates content recommended by Policy & Planning
YELLOW highlight indicates content relocated within the Rule
ORANGE highlight indicates content recommended by ParkerPoe
TAN highlight indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JCDA-R Student Code of Conduct

~~7/1/23~~ x/x/24

1 **RATIONALE/OBJECTIVE:**

2
3 The Cobb County School District (District) is dedicated to sound discipline practices in the
4 continuing effort to provide students an effective and safe learning environment. The District
5 recognizes concerns for student welfare from their entry on a school bus or other school property
6 to their return to the bus stop or their leaving school property.
7

8 **RULE:**

9
10 The following code provisions apply to offenses that students commit while on District property at
11 any time, engaging in or attending a school-sponsored event, while using the District technology
12 resources, or in the case of cyberbullying and for limited off-campus offenses, whether or not the
13 offense or the electronic communication occurred on District property or with District equipment.
14 As used in this Code of Conduct:

15 A. District property includes, but is not limited to:

- 16 1. The land and improvements which constitute the District;
- 17 2. Any other property or building, including school bus stops, wherever located, where any
18 school function or activity is conducted;
- 19 3. Any bus or other vehicle used in connection with school functions and activities, including
20 but not limited to, school buses, buses leased by the District and privately-owned vehicles
21 used for transportation to and from school activities; and
- 22 4. Personal belongings, automobiles or other vehicles which are located on ~~school~~ District
23 property.

24 B. District technology resources includes, but are not limited to:

- 25 1. Electronic media systems such as computers, electronic networks, messaging, and Web
26 site publishing; and
- 27 2. The associated hardware and software programs used for purposes such as, but not
28 limited to, developing, retrieving, storing, disseminating, and accessing instructional,
29 educational, and administrative information.
30

31 Any and all violations of the Code of Conduct will be part of a student's disciplinary record and
32 may be used in a student disciplinary hearing pursuant to the District's progressive discipline
33 process.
34

35 The decision to charge a student for violation of this Code of Conduct shall be made by the
36 administration of the school. Degree of discipline shall be based upon a progressive discipline
37 process, with discipline assigned in proportion to the severity of the behavior leading to the
38 discipline, previous discipline history of the student, and other relevant factors. All due process
39 procedures required by federal and state law will be followed. Relevant factors to be considered
40 should include, but not be limited to the age, maturity level, willfulness and intent, and the
41 cognitive ability of the student. If the school administration is uncertain as to the interpretation of
42 the Code of Conduct, they are to contact the Office of Student Discipline or their respective level
43 assistant superintendent.

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Suspension of a student from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/guardians may contact the Principal to discuss their child’s discipline.

I. GENERAL PROVISIONS

A. PROGRESSIVE DISCIPLINE:

School personnel shall utilize progressive discipline processes in order to create the expectation that the degree of discipline will be in proportion to the severity of the behavior. In addition, consideration will be given to each student’s previous discipline history and other relevant factors, including repeated offenses, which may include offenses over the course of more than one school year (cumulative offenses). Discipline assigned may increase where students have committed repeated offenses. Infractions in Part II below that are considered cumulative over the course of more than one school year include Paragraphs A, K, L-3, R-6, R-7, R-9, R-10, S, and Category I and Category II Weapons.

B. DISCIPLINE LEVELS:

1. Level 1 Discipline:

- a. Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- b. Following appropriate teacher/staff intervention, students may be referred to an administrator.
- c. Level 1 consequences range from a minimum of an administrative conference to a maximum of five (5) days of In-School Isolation (ISI) for elementary students, or five (5) days of In-School Suspension (ISS) for middle and high school students and may include restitution.

2. Level 2 Discipline:

- a. Level 2 discipline offenses are intermediate acts of misconduct.
- b. Students should be referred to an administrator.
- c. Level 2 consequences range from a minimum of one (1) day of Out-of-School Suspension (OSS) to a maximum of ten (10) days of Out-of-School Suspension (OSS) and may include restitution.
- d. Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 or higher offense which may result in long-term suspension/expulsion. For Levels 2 through 5 Discipline, students in grades preschool through third must receive a multi-tiered system of supports, such as response to intervention, prior to suspension for more than five consecutive or cumulative days during a school year. This requirement does not apply to offenses including possession of weapon, illegal drugs or other dangerous instrument, or if the student’s behavior endangers the physical safety of other students or school personnel.

3. Levels 3, 4, and 5 Discipline:

- a. Levels 3, 4, and 5 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- b. Students must be referred to an administrator. Administrators will notify the appropriate level assistant superintendent, the Office of Student Discipline, and the Cobb County School District Police Department (CCSDPD), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school suspension to permanent expulsion. Consequences for middle school and high school students may also include referral to apply to the Alternative Education Program (AEP). All students accepted in the District’s AEP will be on contract, which will include behavior and attendance objectives.
- c. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored

102 activities for up to ten (10) school days, pending disciplinary investigation of the
103 allegations.

- 104 d. Middle schools and high schools may recommend that a student be considered eligible
105 to apply to attend the AEP during his/her long-term suspension/expulsion. Upon this
106 recommendation or a decision of the District Hearing Officer/Panel, long-term
107 suspended/expelled students may attend AEP pursuant to a contract. If the student
108 violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP
109 during the remainder of his/her long-term suspension or expulsion, pursuant to the
110 Order of the Hearing Officer/Panel and/or the terms of the contract. The student may
111 appeal his/her dismissal from the AEP to the District administrator for the supervision
112 of the AEP. The student may also receive further discipline, in addition to the
113 reinstatement of his/her long-term suspension or expulsion.
- 114 e. Level 3 consequences range from a minimum of ten (10) days of Out-of-School
115 Suspension (OSS) to a maximum of ten (10) days OSS with a recommendation for
116 long-term suspension for the remainder of the current semester.
- 117 f. Level 4 consequences include ten (10) days OSS with a recommendation for expulsion
118 for the remainder of the current semester and for one additional semester.
- 119 g. Level 5 consequences include ten (10) days OSS with a recommendation for expulsion
120 for the remainder of the current semester and for two additional semesters. Based on
121 the severity of the behavior, student's previous discipline history, and other relevant
122 factors, permanent expulsion may be recommended with approval of the appropriate
123 level assistant superintendent.

124
125 **C. REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM:**

- 126 1. The Superintendent and principals shall, and do, fully support the authority of every
127 teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to
128 O.C.G.A. § 20-2-738. This code applies to a student who repeatedly or substantially
129 interferes with the teacher's ability to communicate effectively with students in the class or
130 with the student's classmates' ability to learn where the student's behavior is in violation
131 of the District Student Code of Conduct.
- 132 2. The teacher shall follow his/her school's administrative referral guidelines and, when
133 necessary, the procedures outlined in Administrative Rule JDF-R (Teacher Authority to
134 Remove Students from Classroom).

135
136 **D. STUDENT ENROLLMENT/CONDUCT RELATIVE TO GEORGIA DRIVER'S LICENSES:**

137 The issuance of driver's licenses and permits to minors will be based on student enrollment
138 rather than school attendance. The Department of Driver Services (DDS) shall not issue an
139 instruction permit or driver's license to a person who is younger than 18 years of age unless,
140 at the time such minor submits an application for an instruction permit or driver's license, the
141 records of the department indicate that said applicant is enrolled in and not under suspension
142 from school. Accordingly, the State Department of Education will forward student enrollment,
143 suspension and expulsion information from the statewide student information system to DDS,
144 which will issue licenses when its records indicate that applicants are enrolled in school and
145 not under suspension or expulsion. Lastly, DDS shall notify such minor of his or her
146 ineligibility for an instruction permit or driver's license at the time of such application.
147 (O.C.G.A. § 40-5-22)

148
149 **E. TRUANCY:**

150 When a child is absent, parents, guardians, or other persons who have control of a child
151 enrolled in the District should comply with Administrative Rule JB-R (Student Attendance) and
152 school guidelines to report reasons for absences. Georgia law requires that after any student
153 accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or
154 other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-
155 690.1(b). Any child that is subject to compulsory attendance who, during the school calendar
156 year, has more than five (5) days of unexcused absences is considered truant. The law states
157 the following:
158

159 "Any parent, guardian, or other person residing in this state who has control or charge of a
160 child or children and who violates this Code section shall be guilty of a misdemeanor and upon
161 conviction thereof, shall be subject to a fine of not less than \$25.00 and, not greater than
162 \$100.00, imprisonment not to exceed 30 days, community service, or any combination of
163 such penalties, at the discretion of the court having jurisdiction. Each day's absence from
164 school in violation of this part after the child's school system notifies the parent, guardian, or
165 other person who has control or charge of a child of five unexcused days of absence for a child
166 shall constitute a separate offense."

- 167
- 168 • Schools will notify parents/guardians when a student has accumulated five (5) unexcused
169 absences.
- 170

171 **F. REPORTING TO LAW ENFORCEMENT:**

172 In addition to discipline of students by the District, student conduct may be reported to
173 appropriate law enforcement authorities. The District encourages parents/guardians to inform
174 their children of the consequences, including potential criminal penalties, of underage sexual
175 conduct and crimes for which a minor can be tried as an adult.
176

177 **G. CHRONIC DISCIPLINARY PROBLEM STUDENTS:**

178 A chronic disciplinary problem student is a student who exhibits a pattern of behavioral
179 characteristics which interfere with the learning process of students around him or her and
180 which are likely to recur. (see Administrative Rule JCD-R)
181

182 **H. TITLE IX:**

183 Some student behavior may be subject to Title IX reporting and /or investigations (see
184 Administrative Rule JCAC-R).
185

186 **I. PARTICIPATION IN ACTIVIES WHILE ON SUSPENSION:**

187 Student shall not be allowed to participate in school-related activities while suspended
188 including extracurricular activities, athletics, and graduation ceremonies (see Administrative
189 Rules JDD-R and IKDB-R).
190

191 **J. TECHNOLOGY OFFENSES:**

192 **Students who violate the Code of Conduct with regards to misuse of technology may**
193 **lose the privilege of utilizing District-issued technology for a time period to be**
194 **determined by administration, which may include a permanent revocation of**
195 **technology privileges. Administration may also limit use of student-owned**
196 **technology on school campuses or use of the District network for academic**
197 **purposes.**
198

199 **II. STUDENT OFFENSES:**

200

201 A student shall not violate any of the following rules of the Cobb County School District. Pursuant
202 to state requirements, disciplinary levels have been assigned to each offense. These levels
203 correspond to the disciplinary levels detailed above. However, principals or designee working in
204 conjunction with the Office of Student Discipline and their appropriate level assistant
205 superintendent may give greater discipline in egregious circumstances, as identified on a case-by-
206 case basis by the severity of the behavior, student's previous discipline history, and other
207 relevant factors.
208

209 **A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

- 210 1. No student shall possess, consume, store, or be under any degree of influence of alcoholic
211 beverages (including related products such as "near" beer, non- alcoholic beer, and non-
212 alcoholic wine coolers), illegal drugs (including, but not limited to narcotics, hallucinogens,
213 amphetamines, barbiturates, marijuana, cannabis oil, CBD products, **THC**, or any other
214 substance listed under the Georgia Controlled Substances Act), or any substance believed
215 by the student to be alcohol or an illegal drug in any form. Legal intoxication is not required
216 for violation of this Code of Conduct.

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- **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
 3. No student shall falsely represent, either expressly or implied, present, or identify a substance to be alcohol or an illegal drug.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
 4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs (including, but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, cannabis oil, CBD products, or any other substance listed under the Georgia Controlled Substances Act), or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug in any form.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
 5. No student shall sniff or be under the influence of inhalants and/or other substances.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
 6. No student shall be in possession or under the influence of synthetic Cannabinoids such as "K-2" (also known as, Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity).
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
- **For all A-1, A-4, A-5, and A-6:**
 - Notify the appropriate level assistant superintendent.
 - **Contact CCSDPD.**
 - **Option for A-1, A-5, and A-6:** For middle **Middle** school and high school students, the student may reduce the first out-of-school suspension by five days by attending the Gaining Results in Intervention and Prevention (GRIP) Program consisting of a four-hour online program, or another comparable program approved by Student Assistance Programs office. **Middle school students can reduce the suspension by five days, and high school students may reduce the suspension by three days.** Failure to successfully complete this program will result in the student serving the full length of the suspension.

259 **NOTE:** Alcohol/Illegal Drug/Inhalant offenses are cumulative for grades K-2, grades 3-5,
260 grades 6-8 and grades 8-12.

262 **B. ATTENDANCE VIOLATIONS:**

263 **NOTE: For High School students, parking privileges may be revoked for attendance**
264 **violations.**

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1. A student shall not be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws. **(Level 1)**
 2. No student shall be tardy for a class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
 3. No student shall miss any class or activity for which he/she is enrolled without a valid excuse; **including, but not limited to, leaving class without permission. (Level 1)**
 4. Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school. **(Level 1-2)**

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C. BOMB THREATS:

Bomb threat is defined as: Transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

- **Elementary School – Level 2-4**
- **Middle and High School – Level 3-5**
- Notify the appropriate level assistant superintendent.
- **Contact CCSDPD.**

D. BULLETS, BB’S, PAINT BALL PELLETS:

Students may not possess ammunition, BB’s, paint pellets, **water/gel beads**, or CO₂ cartridges. These items are disruptive to the function of the school and may pose a safety risk.

- **Elementary and Middle School – Level 1-2**
- **High School – Level 2-5**

E. BUS BEHAVIORS:

Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In addition to other portions of the Code of Conduct, the following apply to bus transportation:

1. Students must keep all body parts inside the bus at all times. **(Level 1-2 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-2 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:**
No student shall act in any manner so as to interfere with a driver’s ability to safely drive the bus or another student’s ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-2 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-2 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-2 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus that ~~may~~ interferes with communication equipment or the driver's operation of the school bus. **(Level 1-2 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-2 and/or suspension from the bus for a specified time)**

NOTE: Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

If a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats on the school bus, the student’s parent/guardian shall be required to meet with the Principal or designee to execute a bus behavior contract. Additional bus behaviors are addressed through the District’s Safe Rider Program.

F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:

1. **Elementary and Middle School:** Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time, class change time, recess, breakfast, or lunch. The Principal shall determine specified

333 times on campus when electronic devices may be used for instructional purposes. **(Level**
334 **1)**

335 **High School:** Students shall not use, display, or turn on smart watches, cellular phones,
336 video phones, or electronic devices during instructional time for non-instructional purposes
337 and without the express permission of the teacher. The Principal shall determine specified
338 times on campus when cell phones and other electronic devices may be used and will
339 publish this information in student handbooks, the school website, on posters, and/or by
340 other means. **(Level 1)**

341 2. Students shall not use personal technology resources to **capture**, distribute, or display
342 inappropriate material. Inappropriate material does not serve an instructional or
343 educational purpose and includes but is not limited to the following:

- 344 • Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic
345 or threatening;
- 346 • Advocates illegal or dangerous acts;
- 347 • Causes disruption to the District, its employees or students;
- 348 • Advocates violence;
- 349 • Contains knowingly false, recklessly false, or defamatory information; or
- 350 • Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

351 **Consequence:**

- 352 • **Elementary and Middle School – Level 1-2 3**
 - 353 • **High School – Level 2-3 4**
 - 354 • Notify the appropriate level assistant superintendent.
 - 355 • **Contact CCSDPD.**
- 356 3. Students shall not use personal technology devices to access chat rooms/social networking
357 sites such as Facebook, Twitter, Instagram, TikTok, **BeReal**, or Snapchat during the regular
358 school day for non-instructional purposes and without the express permission of the
359 teacher. **(Level 1-2)**
- 360 4. Students shall not use any device for audio or visual recording without the permission of a
361 school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording
362 Staff and Students). This includes, but is not limited to, using recording devices to video,
363 photograph, or record misbehaviors or to violate the privacy of others. **(Level 1-2 4)**

365 **G. DISRESPECTFUL CONDUCT:**

366 **NOTE: Administrators or their designee should contact the Title IX Coordinator when**
367 **student conduct implicates Title IX regulations.**

369 1. No student shall use any type of profane, vulgar, obscene or offensive language (written or
370 oral) or gestures. Offensive language may include, but is not limited to, disparaging
371 statements on the basis of disability, race, ethnicity, gender, or religion. **(Level 1-2)**

372 **NOTE: Administrators or their designee should contact the Title IX Coordinator when**
373 **student conduct implicates Title IX regulations.**

374 2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically
375 offensive materials. **(Level 1-2)**

376 3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures
377 toward District personnel or other adults on school property or at school sponsored events.

- 378 • **Elementary School – Level 1-2**
- 379 • **Middle School – Level 1-3**
- 380 • **High School – Level 2-4**

381 4. **Insubordination:** All students shall comply with direct commands or reasonable directions
382 of all authorized District personnel or designees.

- 383 • **Elementary School – Level 1-2**
- 384 • **Middle School – Level 1-3**
- 385 • **High School – Level 2-4**

386 5. All students shall comply with the directions of all authorized District personnel or
387 designees to remove themselves from the location of a disruptive situation. **(Level 1-2)**

388 6. No student shall refuse to identify himself/herself upon request of any District employee or
389 designee or attempt to conceal his/her identity. **(Level 1-2)**

390 7. No student shall violate the school dress code. **(Level 1-2)**

- 391 8. No student shall fail to attend Saturday School, Detention, or In-School Suspension. **(Level**
392 **1-2)**
- 393 9. No student shall violate a no-contact or stay-away agreement issued by the District.
- 394 • **Elementary School – Level 2**
- 395 • **Middle and High School – Level 2-5**
- 396

397 **H. DISRUPTION OF SCHOOL:**

- 398 1. **Class Disruption:** No students shall intentionally make noise or act in any other manner
399 so as to interfere with a teacher’s ability to conduct a class or a student’s ability to learn.
- 400 • **Elementary and Middle School – Level 1-2**
- 401 • **High School – Level 1-3**
- 402 2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise,
403 coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally
404 cause the disruption of any lawful mission, process or function of the school, or engage in
405 any such conduct for the purpose of causing the disruption or obstruction of any such lawful
406 mission, process or function.
- 407 • **Elementary School – Level 1-3**
- 408 • **Middle and High School – Level 1-5**
- 409 3. Students shall not be on the campus of a school in which they are not enrolled during that
410 school’s hours or while that school is operational without permission from that school’s
411 administration. Students also may not enter a school building after hours without express
412 permission.
- 413 • **Elementary and Middle School – Level 2-3**
- 414 • **High School – Level – 2-4**
- 415 4. Students may not return to campus or attend any school function while on suspension.
- 416 • **Elementary and Middle School – Level 1-2**
- 417 • **High School – Level 2-3**
- 418 5. Students may not be present in an unauthorized area or gather in an area for any purpose
419 other than the intended purpose of that area (e.g. more than one student present at a time
420 in restroom stall). **(Level 1-2)**
- 421 6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium,
422 school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or
423 when the effect thereof is to deprive others of such use.
- 424 • **Elementary and Middle School – Level 1-2**
- 425 • **High School – Level 1-3**
- 426 7. Students shall not prevent or attempt to prevent the convening or continued functioning of
427 any school, class, activity or lawful meeting or assembly on the school campus.
- 428 • **Elementary and Middle – Level 1-2**
- 429 • **High School – Level 2-3**
- 430 8. Students shall not prevent students from attending a class or school activity.
- 431 • **Elementary and Middle – Level 1-2**
- 432 • **High School – Level 2-3**
- 433 9. No student shall, except under the direct instruction of the Principal, block normal
434 pedestrian or vehicular traffic on a school campus or adjacent grounds.
- 435 • **Elementary and Middle – Level 1-2**
- 436 • **High School – Level 1-3**
- 437 10. No student shall be involved in a serious verbal altercation that disrupts the school, class or
438 school activity.
- 439 • **Elementary and Middle – Level 1-2**
- 440 • **High School – Level 1-3**
- 441 11. No student directly or indirectly shall cause to be delivered any items for himself/herself or
442 a 3rd party without Principal permission, including but not limited to UberEats, DoorDash,
443 restaurant deliveries, etc.
- 444 • **Elementary and Middle – Level 1-3**
- 445 • **Middle and High School – Level 1-5**
- 446 12. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or
447 attempt to buy, sell, rent, or otherwise distribute or possess with intent to distribute any
448 unauthorized item-, including, but not limited to a service.

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- **Elementary and Middle – Level 1-3**
 - **High School – Level 1-5**
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- 451 13. No student shall knowingly allow a person into a school building with the intent to cause
- 452 harm or disruption **without permission from the school's administration.**
- 453
- **Elementary and Middle – Level 1-3**
 - **High School – Level 1-5**
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456 **I. FALSE REPORTS INFORMATION:**

- 457 1. No student shall knowingly and willfully make false reports or statements whether orally or
- 458 in writing; falsely accuse other students of wrong actions; **hold himself/herself out to be**
- 459 **another person;** falsely accuse District employees of wrong action or inappropriate
- 460 conduct; falsify school records; or forge signatures.
- **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
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- 463 2. No student shall make false calls to emergency services including false fire alarms which
- 464 create a potentially dangerous interruption to the normal school operation and to both the
- 465 physical and emotional well-being of students and staff.
- 466 a. **False Call to Emergency Services:**
- 467 No student shall knowingly make or cause a false call to emergency services to be
- 468 made.
- **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
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- 473 b. **False Fire Alarms:**
- 474 No student shall knowingly give or cause a false fire alarm to be given.
- **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
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480 **J. GAMBLING:**

481 No student shall participate in any type of gambling activity as defined by state law or that

482 involves the wagering or betting of services, money or other items. **(Level 1-2)**

483

484 **K. GANG RELATED ACTIVITY:**

485 A "gang" is defined as any group or association of three or more persons, whether formal or

486 informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates,

487 condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or

488 behavior of any kind, whether on or off school campuses or school property.

- 489 1. No student shall engage in any activity while participating in a gang which interferes with
- 490 the orderly conduct of school activities, with discipline in the schools, or with the rights of
- 491 other students or faculty members.
- **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
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- 495 2. No student shall display identified gang tattoos.
- **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
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- 499 3. No student shall hold himself/herself out as a member of a gang.
- **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
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- 503 4. No student shall recruit or solicit membership in any gang or gang-related organization.
- **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
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- 507 5. No student shall engage in any other gang-related behavior which is subversive to good
508 order and discipline in the schools, even though if such behavior is not specified in the
509 preceding written rules **Code of Conduct**.

- **Elementary School – Level 1-3**
- **Middle and High School – Level 2-5**
- **Contact CCSDPD**

513
514 **NOTE:** Gang Related Activity offenses are cumulative for grades 6-8 and grades 8-12.

515
516 **L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND**
517 **BULLYING BEHAVIOR:**

518
519 **NOTE:** Administrators or their designee should contact the Title IX Coordinator when student
520 conduct implicates Title IX regulations.

521
522 **1. Harassment is defined as:**

523 Intentional, substantial, and unreasonable verbal, physical or written contact that is
524 initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or
525 abuse of or toward any other student(s), District employees or other adults for any reason.
526 This prohibition includes but is not limited to, harassment, intimidation or abuse of
527 students or others based on actual or perceived race, creed, color, national origin, religion,
528 sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

- **Elementary and Middle School – Level 1-3**
- **High School – Level 2-5)**

531 **2. No student shall threaten, either verbally, in writing, electronically, or by physical presence,**
532 **expressed or implied, or conspire to cause bodily injury to any student, District employee or**
533 **non-District employee.**

- **Elementary School – Level 1-3**
- **Middle School – Level 2-4**
- **High School – Level 2-5**

537 **3. Bullying:**

538 No student shall bully another student or students. **Bullying behavior is defined as:**

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so; or
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
 - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
 - Has the effect of substantially interfering with the victim student's education;
 - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

554 Bullying behavior is also defined as cyberbullying which occur through the use of electronic
555 communication, whether or not such electronic act originated on school property or with
556 school equipment, if the electronic communication:

- Is directed specifically at students or school personnel; **AND**
- Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; **AND**
- Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

- **Elementary School – Level 2-3**
- **Middle and High School – Level 2-5**

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NOTE: If a third offense occurs within one school year, as determined by a hearing officer/tribunal, the student shall be expelled for at least one calendar year but may be assigned to the AEP during this discipline.

NOTE: L-3 offenses are cumulative for grades 6-8 and grades 8-12.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner.

Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

4. **Stalking:**

Stalking is defined as a student following, placing under surveillance, or contacting another student or District employee without consent for the purpose of harassment or intimidation, which includes behavior that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer emotional distress.

- **Elementary School – Level 2-3**
- **Middle and High School – Level 2-5**

M. INCENDIARY DEVICES:

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **(Level 1-2)**

N. OFF-CAMPUS OFFENSES:

Off-campus misconduct for which a student shall be disciplined includes, ~~but is not limited to,~~ any off-campus conduct ~~that~~ **which:**

- Could result in the student being criminally charged with a felony ~~and is prohibited by the Georgia or United States criminal codes or would be punishable as a felony if committed by an adult;~~ **AND**
- Makes the student's continued presence at school a potential danger to persons or property at the school or disrupts the educational process. **(Level 1-5 3-5 and contact CCSDPD)**

O. OTHER BEHAVIORS:

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money ~~or forged official school forms~~ is included in this category).

- **Elementary School – Level 1-3**
- **Middle School – Level 1-5**
- **High School – Level 1-5**

NOTE: Schools should contact the Office of Student Discipline prior to charging a student with this section.

P. OVER-THE-COUNTER MEDICATION:

Possession of all over-the-counter medication on school property must be in compliance with Administrative Rule JGCD-R (Medication). A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as

622 nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal
623 sprays and the like. **(Level 1-3)**

624
625 **Q. PARTIES TO THE OFFENSE:**

626 No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or
627 abet any other student(s) to violate any section or paragraph of this Cobb County Code of
628 Conduct.

- 629 • **Elementary and Middle – Level 1-3**
- 630 • **High School – Level 1-5**

631
632 **R. PHYSICAL OFFENSES:**

633 Principals or designees will continue to exercise professional discretion in determining
634 incidents of horseplay, intentional spitting, physical altercation, fighting or physical bullying, or
635 self-defense as defined by Georgia law in O.C.G.A. § 16-3-21. Principals or designees will
636 have the authority to assign consequences based on behavior related to specific incidents.
637 This may include differentiated discipline assigned on a case-by-case basis. The minimum
638 consequences for prohibited behaviors will apply as noted in this Code of Conduct and other
639 District Administrative Rules.

640
641 **NOTE:** R-6, R-7, and R-9 offenses are cumulative for grades 6-8 and grades 8-12. R-10
642 offenses are cumulative for grades K-2, grades 3-5, grade 6-8, and grades 8-12.

- 644 1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent
645 with its intended or prescribed use, or in a manner designed to cause harm, physical
646 irritation, or allergic reaction. Examples include, but are not limited to, directing a laser
647 optical pointer or similar device at another person's eyes, and applying "itching powder" or
648 like substances to another person. **(Level 1-2)**
- 649 2. Students may not possess or use any device designed to produce a mild electrical shock.
650 **(Level 1-2)**
- 651 3. Students shall not engage in rough or boisterous activities, including but not limited to
652 horseplay. **(Level 1-2)**
- 653 4. No student shall participate in any kind of physical altercation.
654 • **Elementary and Middle School – Level 1-3**
655 • **High School – Level 2-4**
- 656 5. No student shall participate in any kind of physical harassment, including but not limited to
657 hazing (Administrative Rule JHC-R [School Clubs/Organizations and Student Organizations]),
658 intentionally spitting on another person, intentionally urinating on another person, lifting a
659 student's skirt, or pantsing (pulling down a student's pants/shorts/skirt, etc.).
660 • **Elementary and Middle School – Level 1-3**
661 • **High School – Level 2-4**
- 662 6. No student shall participate in any type of fighting.
663 • **Elementary School – Level 2-3**
664 • **Middle School – Level 2-3**
665 • **High School – Level 2-5**
- 666 7. No student shall gang up act in concert with any student or students to physically attack
667 another student or other persons.
668 • **Elementary and Middle School – Level 2-3**
669 • **High School – Level 3-5**
670 • **Contact CCSDPD**
- 671 8. **Physical Threat of a Student or a Person who is not a District Employee:**
672 Physical Threat is defined as: when a student attempts to commit a violent injury to the
673 person of another; or commits an act which places another in reasonable apprehension of
674 immediately receiving a physical injury.
675 • **Elementary and Middle School – Level 2-3**
676 • **High School – Level 2-5**
- 677 9. **Battery on a Student or a Person who is not a District Employee:** Battery is defined
678 as when a student: intentionally causes physical harm to a person; or causes or attempts
679 to cause injury or behaves in such a way as to cause physical injury to a student.

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- **Elementary School – Level 2-3**
- **Middle School – Level 3-4**
- **High School – Level 3-5**
- **Contact CCSDPD**

10. **Physical Offenses upon District Employees:**

Hearing:

If a student commits an act of physical threat (assault) or battery upon a District employee, a mandatory disciplinary hearing will be held in accordance with Administrative Rule JCEB-R (Student Hearing Procedure), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) must be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out-of-school suspension (11 days OSS or more) must be waived by both the employee and the parent/guardian/student over 18.

a. **Physical Threat:**

Physical Threat is defined as: when a student attempts to commit a violent injury to the person of a staff member; or commits an act which places a staff member in reasonable apprehension of immediately receiving a serious or violent injury.

- **Elementary School – Level 1-3**
- **Middle School – Level 2-5**
- **High School – Level 3-5**

b. **Physical Violence Without Harm:**

No student shall intentionally commit an act of assault or battery of an insulting or provoking nature with the person of a District employee, unless such contact was in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

- **Elementary School – Level 2-3**
- **Middle and High School – Level 3-5**
- **Contact CCSDPD**

c. **Physical Violence With Harm:**

No student shall intentionally commit an act of assault or battery, which causes physical harm to a District employee, unless such physical contacts or physical harms were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21. **(Level 5 – Permanent Expulsion and contact CCSDPD)**

NOTE: A student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence [with harm] against a teacher, school bus driver, school official, or school employee shall be expelled from the public-school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to Code Section 20-2-150. The local school board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to reenroll in the regular public-school program for grades nine through 12. If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section to reenroll in the public school system. (O.C.G.A. § 20-2-751.6).

11. **Unauthorized Confinement/Detention:**

No student shall engage in unauthorized confinement or detention of another person, which is defined as violating the personal liberty of another through confinement or detainment without legal authority.

- **Elementary School – Level 1-2**
- **Middle and High School – Level 2-5**

S. PRESCRIPTION DRUGS:

737 No student shall be in possession of prescription medication not prescribed for the student. In
738 addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed
739 medication on school property.

- 740 • **Elementary School – Level 1-3**
- 741 • **Middle School – Level 2-3-1-3**
- 742 • **High School – Level 2-4-1-4**

743
744 **NOTE:** Consequences for S are cumulative in grades 6-8 and grades 9-12.

745
746 **NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled
747 Substances Act, the student shall be found to have violated Section II, Paragraph A,
748 Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to that Section.

749
750 **T. PROPERTY RELATED OFFENSES:**

751 **NOTE:** Parents/guardians and/or students will be held responsible for restitution of the full
752 value of any damaged or stolen property (Administrative Rule DFJ-R [District Property
753 Replacement/Restitution]).

754 1. No student shall intentionally cause substantial damage to personal property belonging to
755 a District employee or another student.

- 756 • **Elementary and Middle School – Level 1-3**
- 757 • **High School – Level 2-3**

758 2. No student shall set fire to any private property or school property either while on school
759 grounds or off school grounds during a school activity, function, or event.

- 760 • **Elementary and Middle School – Level 2-3**
- 761 • **High School – Level 2-5**
- 762 • **Contact CCSDPD**

763 3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal
764 private property.

- 765 • **Elementary School – Level 1-3**
- 766 • **Middle School – Level 2-3 1-3**
- 767 • **High School – Level 2-4 1-4**
- 768 • **Contact CCSDPD**

769 4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal
770 District property.

- 771 • **Elementary School – Level 1-3**
- 772 • **Middle School – Level 2-3 1-3**
- 773 • **High School – Level 2-4 1-4**
- 774 • **Contact CCSDPD**

775 5. No student shall possess stolen private property or school property on school grounds.

- 776 • **Elementary and Middle School – Level 1-3**
- 777 • **High School – Level 2-4**
- 778 • **Contact CCSDPD**

779
780 **U. SEXUAL OFFENSES:**

781 Reports or complaints of sexual harassment, contact with intimate body parts, or sexual
782 molestation must be reported promptly to **Public Safety CCSDPD** and then to the Title IX
783 Office BEFORE initiating the discipline process. See Administrative Rule JCAC-R (Sexual
784 Harassment Reporting and Investigation), for further requirements, information and
785 explanation.

786 1. **Sexual Misconduct:**

787 a. No student shall be engaged in amorous kissing or other inordinate displays of
788 affection. **(Level 1-2)**

789 b. No student shall consent to and participate in any form of sexual activity.

- 790 • **Elementary School – Level 1-3**
- 791 • **Middle and High School – Level 2-3**
- 792 • **Contact CCSDPD**

- 793 c. No student shall expose one's intimate body parts or "moon" in public. Intimate body
794 parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male
795 or female and the breasts of a female.
796 • **Elementary School – Level 1-2**
797 • **Middle School – Level 2**
798 • **High School – Level 2-4**
799 • **Contact CCSDPD**
800 d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual
801 misconduct on school property, school buses, at school-sponsored events, or while
802 using District technology resources.
803 • **Elementary and Middle – Level 1-3**
804 • **High School – Level 2-4**

805 2. **Sexual Harassment:**

806 **NOTE:** See Administrative Rule JCAC-R (Sexual Harassment Reporting and Investigation),
807 for further requirements, information and explanation.

- 808 a. No student shall participate in verbal, non-verbal, printed, or digital conduct of a sexual
809 nature (including, but not limited to, unwelcome sexual advances, requests for sexual
810 favors, sexually offensive slurs, sexually offensive drawings, photographs or posters
811 directed towards another person) where there is a pattern of harassing behavior or a
812 single significant incident.

- 813 • **Elementary and Middle School – Level 2-3**
- 814 • **High School – Level 2-4**

- 815 b. No student shall participate in physical conduct of a sexual nature (including, but not
816 limited to, unwelcome sexual advances or gestures) where there is a pattern of
817 harassing behavior or a single significant incident.

- 818 • **Elementary and Middle – Level 2-3**
- 819 • **High School – Level 2-5**
- 820 • **Contact CCSDPD**

821 3. **Contact with Intimate Body Parts:**

822 No student shall intentionally make physical contact with the intimate parts of the body of
823 another person without the consent of that person. Intimate body parts include the
824 primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the
825 breasts of a female or male. No student shall commit any act of sexual battery on school
826 property, school transportation, or at school-sponsored events.

- 827 • **Grades K-3 – Level 1 -3**
- 828 • **Grades 4 and 5 – Level 2-3**
- 829 • **Middle and High School – Level 3 2-5**
- 830 • **Contact CCSDPD**

831 4. **Sexual Molestation:**

832 Sexual molestation is defined as a student doing any immoral or indecent act to or in the
833 presence of another person, without that person's consent, with the intent to arouse or
834 satisfy the sexual desires of either the student or the other person. This includes a student
835 forcing another person to make physical contact with the student's intimate body parts.
836 Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks
837 of a male or female and the breasts of a female or male. No student shall commit any act
838 of sexual molestation or the attempts thereof on school property, school buses, or at
839 school-sponsored events.

- 840 • **Elementary School – Level 2-5**
- 841 • **Middle and High School – Level 3-5**
- 842 • **Contact CCSDPD**

843 **NOTE:** Consequences for Paragraph U, Subsections 2, 3, 4 are cumulative in grades 3-5, 6-8,
844 and 8-12.

845 **V. STIMULANTS:**

846 A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet
847 pills, caffeine pills, or other stimulant on school property. **(Level 1-3)**
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NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to the Section.

W. DISTRICT TECHNOLOGY OFFENSES:

All students using District technology, including on or off campus use of District issued devices must have a signed Internet use form (Form JCDA-3 [Receipt of the Family Information Guide]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IFBG-R (Technology Acceptable Use). District technology, including on or off campus use of District issued devices, cannot be used for other than non-school related purposes.

Students who violate the Code of Conduct with regards to misuse of technology may lose the privilege of utilizing District-issued technology for a time period to be determined by administration, which may include a revocation of technology privileges. Administration may also limit use of student-owned technology on school campuses or use of the District network for academic purposes.

NOTE: Administrators or their designee should contact the Title IX Coordinator when student conduct implicates Title IX regulations.

1. Students shall not attempt to identify ways to gain access or otherwise hack District technology resources including on or off campus use of District issued devices. **Phishing is strictly prohibited.**
 - **Elementary School – Level 1-2**
 - **Middle school – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
2. Students shall not attempt to disrupt District technology resources, including on or off campus use of District issued devices by destroying, altering or otherwise modifying technology. **This includes use of unauthorized web browsers and utilizing virtual private networks (VPNs), proxies, or network sniffers.** Hacking is strictly prohibited.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
3. Students shall not use District technology resources, including on or off campus use of District issued devices to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
4. Students shall not engage in any activity that monopolizes, wastes or compromises District technology resources, including on or off campus use of District issued devices.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
5. Students shall not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or District property while using District technology resources, including on or off campus use of District issued devices.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
7. Students shall not use District technology resources, including on or off campus use of District issued devices to distribute or display inappropriate material. Inappropriate

- 909 material does not serve an instructional or educational purpose and includes but is not
910 limited to material that:
- 911 • Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic
912 or threatening;
 - 913 • Advocates illegal or dangerous acts;
 - 914 • Causes disruption to the District, its employees or students;
 - 915 • Advocates violence;
 - 916 • Contains knowingly false, recklessly false, or defamatory information; or
 - 917 • Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

918 **Consequence:**

- 919 • **Elementary School – Level 1-2**
 - 920 • **Middle School – Level 2-3**
 - 921 • **High School – Level 2-4**
 - 922 • **Contact CCSDPD**
- 923 8. Students shall not commit any other prohibited act discussed in Administrative Rule IFBG-
924 R (Technology Acceptable Use) **or violate the User Device Agreement**. This includes
925 any modification of school records.
- 926 • **Elementary School – Level 1-2**
 - 927 • **Middle School – Level 2-3**
 - 928 • **High School – Level 2-4**
- 929 9. Students shall not use District technology devices, including on or off campus use of
930 District issued devices to access chat rooms/social networking sites including, but not
931 limited to Facebook, Twitter, Instagram, TikTok, or Snapchat. **(Level 1-2)**
- 932 10. Students may not use audio or visual recording devices without the permission of a school
933 administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff
934 and Students). This includes, but is not limited to, using recording devices to video or
935 record misbehaviors or to violate the privacy of others.
- 936 • **Elementary and Middle School – Level 1-2 4**
 - 937 • **High School – Level 1-3 4**

940
941 **X. TOBACCO, SMOKING PRODUCTS, AND VAPING:**

- 942 1. Student possession or use of tobacco, tobacco product substitutes (e.g., tobacco look-
943 alikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes
944 (e.g. electronic hookahs), vaping devices, or vaping cartridges is prohibited.
- 945 • **Elementary School – Level 1-2**
 - 946 • **Middle and High School – Level 2**
- 947 2. No student shall buy, sell, or otherwise distribute or possess with the intent to distribute or
948 attempt to buy, sell or otherwise distribute or possess with the intent to distribute tobacco,
949 tobacco product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g.,
950 electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs), vaping
951 devices, or vaping cartridges.
- 952 • **Grades K-3 – Level 1 -2**
 - 953 • **Grades 4 and 5 – Level 1-3**
 - 954 • **Middle and High School – Level 2-4**

955
956 **Y. WEAPONS:**

- 957 A student who wants to use a weapon or look-alike weapon in an exhibit, presentation, or
958 activity in a classroom or at a school-sponsored event must meet the following requirements:
- 959 • Verbal approval of the teacher in whose class the weapon will be used;
 - 960 • Prior written permission from the Principal which includes a description of the weapons
961 authorized and the time period during which the weapons may be on campus;
 - 962 • Transport of the weapon or look-alike weapon to and from the school by the
963 parent/guardian of the student making the request; and
 - 964 • The teacher or school administration storing the weapon or look-alike weapon in a secure
965 location when it is not being used in the above classroom activities.
- 966

967 **Prohibition:** A student shall not possess, handle, transmit, or cause to be transmitted; use or
968 threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to
969 view, on school property. A weapon includes a dangerous weapon, firearm or hazardous
970 object, as further defined below. All weapons shall be confiscated and given to CCSDPD or
971 other law enforcement agencies as appropriate. The disposition of confiscated weapons shall
972 be determined by the superintendent or his/her designated school official, in conjunction with
973 law enforcement.

974
975 **Note:** The definition of "weapon" for purposes of this Code of Conduct is one that includes,
976 but is not limited to, the following items:

977
978 **Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):**

979
980 **NOTE:** Category I Weapon offenses are cumulative in grades K-5, grades 6-8 and
981 grades 8-12.

982
983 Dangerous weapon means any weapon which fires explosive or non-explosive rockets or
984 weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for
985 such purpose as defined in O.C.G.A. § 16-11-121. Firearm means a handgun, rifle, shotgun,
986 or other weapon which will or can be converted to expel a projectile by the action of an
987 explosive or electrical charge. **(Level 5)**

- 988
989
 - The hearing officer, tribunal, panel, Superintendent, or Cobb County Board of Education
990 has the authority to modify these expulsion requirements on a case-by-case basis.
 - Notify the appropriate level assistant superintendent.
 - **Contact CCSDPD**

991
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993
994 **Category II Weapon – Hazardous Object:**

995
996 **NOTE:** Category II Weapon offenses are cumulative in grades K-5, grades 6-8 and
997 grades 8-12.

998
999 Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other
1000 knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick,
1001 knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack,
1002 any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or
1003 more rigid parts connected in such a manner as to allow them to swing freely, which may be
1004 known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of
1005 whatever configuration, having at least two points or pointed blades which is designed to be
1006 thrown or propelled and which may be known as a throwing star or oriental dart, or any
1007 instrument of like kind, any nonlethal air gun (including but not limited to BB, paintball, and
1008 certain water or water gel guns), and any stun gun or taser as defined O.C.G.A. § 16-11-106
1009 or any tool or instrument which the school administration could reasonably conclude as being
1010 used as a weapon or intended by the student to be used as a weapon and thus a violation of
1011 the intent of this Code of Conduct.

- 1012
 - **Elementary School – Level 2-5**
 - **Middle and High School – Level 3-5**
 - **Contact CCSDPD**

1013
1014
1015
1016 **Category III Weapon:**

1017 Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, any
1018 "look-alike" or practice knife, or plastic disposable razor or sling shot.

- 1019
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**

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1023 **Note:** For items such as smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or
1024 similar devices, see Paragraph M. above.

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III. CLUBS AND ORGANIZATIONS:

The names of student clubs and organizations, as defined by Administrative Rule JHC-R (School Clubs/Organizations and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school's Website, which may be accessed at www.cobbk12.org, and/or the school's administrative office. Also see Administrative Rule IDE-R (Co-Curricular Activities) and Administrative Rule IDF-R (Interscholastic Activities).

Adopted: 7/9/80
Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97;
5/28/98; 10/28/99; 5/25/00; 9/18/00; 5/24/01; 6/27/02; 6/26/03; 6/9/04
Reclassified an Administrative Rule: 9/1/04
Revised: 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09, 6/9/10; 6/8/11; 6/13/12
Revised and Re-coded: 7/1/13
Revised: 6/11/14; 7/1/14; 7/1/15; 7/1/16; 7/1/19; 7/1/20; 7/1/22; 7/1/23; ~~x/x/24~~

Legal Reference
O.C.G.A. 20-2-1126 Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardians
O.C.G.A. 20-2-751.4 Policies prohibiting bullying; assignment to alternative school; notice
O.C.G.A. 20-2-751.5 Required provisions for student code of conduct
O.C.G.A. 16-11-37 Terroristic threats and acts
O.C.G.A. 16-11-37.1 Dissemination of information relating to terroristic acts
O.C.G.A. 20-2-751.7 Student reporting of inappropriate behavior by teacher/staff
O.C.G.A. 16-11-37 Terroristic threats and acts; penalties
O.C.G.A. 20-2-735 Adoption of policies by LBOEs to improve student learning environment
O.C.G.A. 20-2-736 Student codes of conduct; distribution
O.C.G.A. 20-2-737 Reports by teacher of violations of student code of conduct; parental notice
O.C.G.A. 20-2-738 Authority of teacher to remove student from classroom; procedures
Rule 160-4-8-.15 Student Discipline

GREEN highlight indicates content recommended by School Health Services

BLUE highlight indicates content recommended by Policy & Planning

PURPLE highlight indicates content from O.C.G.A. § 20-2-779.3

ORANGE highlight indicates content recommended by ParkerPoe

TAN highlight indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JGCD-R Medication

~~10/15/20~~ **x/x/24**

1 **RATIONALE/OBJECTIVE:**

2
3 The Cobb County School District (District) recognizes concerns for the welfare of students from
4 their entry on a school bus or school property to their return to the bus stop or when they leave
5 school property as well as during all school-related activities. Therefore, the District takes
6 measures to provide monitoring, storage and administration of medication to students with
7 medical conditions. Medication is dispensed by a licensed nurse (School Nurse) or other
8 employees who have successfully completed clinic orientation training provided by the District's
9 Consulting Nurses or school employees trained and authorized by the District's county-wide
10 Special Education Nurses (Trained Personnel).

11
12 **RULE:**

13
14 Medication shall be maintained and dispensed in accordance with the following provisions and
15 Form JGCD-1 (School Nursing/Clinic Procedures):

16
17 **A. TRANSPORTATION OF MEDICATION:**

- 18 1. Controlled substances may not be transported to school or returned home by U.S. mail or
19 other delivery service.
20 2. A parent, guardian, or designated adult is responsible for transporting prescription
21 medication to and from school in the original container and completing appropriate school
22 clinic forms except as provided in Section D below.
23 3. School employees and/or bus drivers should not assume responsibility for transporting
24 medication except during school sponsored activities, such as field trips, or as may be
25 required for emergency administration while a student is a passenger on District
26 transportation.
27 4. A parent/guardian is responsible for transporting medications and completed authorization
28 forms to alternative learning sites, such **as the** Alternative Education Program.

29
30 **B. LABELING/IDENTIFICATION:**

- 31 1. Medication sent in an unlabeled container will not be given.
32 2. Prescription Medication shall be sent to school in the original pharmacy container labeled
33 as required in Form JGCD-1.
34 3. **Over-the Counter (OTC) Medication** shall be sent to school in the original
35 manufacturer's container. The manufacturer's label must include information as required in
36 Form JGCD-1.
37 a. **Elementary and Middle School:**
38 The original container must be stored in the clinic, unless the OTC medication is
39 specifically allowed to be carried on the student's person as provided in Section C,
40 below.
41 b. **High School:**

- 42 High school students may carry OTC medication on their persons for their personal use.
43 4. Enzymes shall be sent to school in the original pharmacy container or manufacturer's
44 container with information as required in Form JGCD-1.
45

46 **C. MEDICATION STORAGE:**

47 **All Except as provided in Section B.3., all** medications are required to be stored in the
48 clinic and should be kept in a locked cabinet within a secured area with access limited to
49 authorized personnel at all times.

50 Exceptions are:

- 51 1. Prescribed asthma medication;
- 52 2. Prescribed epinephrine auto injectors;
- 53 3. Prescribed diabetic medication;
- 54 4. Naloxone;

55 5. **Elementary and Middle School Students:**

56 The following are (OTC) medications which elementary/middle school students may
57 transport and carry with parent permission for their own personal use Form JGCD-7
58 (Authorization to Carry Over-the-Counter Medication):

59 a. **Elementary School Students:**

60 Cough and throat lozenges.

61 b. **Middle School Students:**

- 62 (1) Acetaminophen (generic) and its various brand names, i.e., Tylenol;
- 63 (2) Antacids;
- 64 (3) Aspirin;
- 65 (4) Cough and throat lozenges;
- 66 (5) Ibuprofen (generic) and its various brand names, i.e., Motrin, Advil;
- 67 (6) Midol; and
- 68 (7) Oral antihistamines.

69 c. All other (OTC) medications not listed must be stored in the clinic and administered by
70 Trained Personnel. (See Section D and Form JGCD-2 (Authorization to Give
71 Medication). This includes nicotine replacement therapies as identified in Form JGCD-1.

72 6. **High School Students:**

73 High school students may transport and carry any (OTC) medications.
74

75 **D. MEDICATION ADMINISTRATION DURING THE SCHOOL DAY:**

- 76 1. Expired medication will not be administered.
- 77 2. Written permission from the parent/guardian is required in order for School Nurses or
78 Trained Personnel to administer each medication to the student (Form JGCD-2).

79 3. **General Provisions:**

- 80 a. Medications, including OTC medications (i.e. Tylenol, Advil, antibiotic ointments,
81 calamine lotion, cough drops, etc.) will not be supplied by the school or school
82 employees.
- 83 b. It is suggested that the first dose of a new medication should be administered at home
84 prior to the child coming to school.
- 85 c. Only medications that have a required dose or that may be required during school
86 hours will be stored and administered.
- 87 d. Changes in dosage or time of assistance with the administration of medication are only
88 permitted with written authorization from:
89 (1) Over-the-Counter: The parent/legal guardian.
90 (2) Prescription: Both the parent/legal guardian and the licensed health care
91 provider.
- 92 e. Parents/legal guardians shall be notified when medication is running low.

93 4. **Prescription Medication:**

94 A prescription from a health care provider legally authorized to prescribe medication in
95 Georgia is required for all prescription medication. A health care provider can be any
96 person, agency, department, or other entity that is legally authorized to provide health
97 care services (Legal Prescriber).

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- a. The written instructions of the pharmacy label for dosage and administration times will be followed. A new container must be provided for changes in dose or administration time.
 - b. Students who are new to the District and bring in prescription medications ordered by legal prescribers from states other than Georgia will be allowed thirty days to obtain new prescriptions from a health care provider licensed to prescribe medication in Georgia.
 - c. Medication samples must have a written prescription or Legal Prescriber's written order or note bearing the student's name.
5. **Over-the-Counter (OTC) Medications:**
- a. May not be administered in doses that exceed established amounts for age or weight as printed on the manufacturer's label.
 - b. OTC medications will only be given for a maximum of ten consecutive school days.
 - c. Switching to another variation of an OTC medication for treatment of the same symptom will not extend the ten-day limit.
6. **Administration of Medication:**
- Only School Nurses or Trained Personnel should provide medication administration or assistance with administration of medication, except as provided below.
- a. Students should not assist in the administration of any medication nor assist in the clinic under any circumstances. See Form JGCD-1 (School Nursing/Clinic Procedures) for specific prohibitions.
 - b. A student, with the approval of their Legal Prescriber and parent/guardian (Form JGCD-10 [Authorization to Carry Prescription Medication]), may carry and self-administer the following prescription medications:
 - (1) Asthma medication;
 - (2) Epinephrine auto injector; or
 - (3) Diabetic medication.
 - c. Elementary/Middle School students may transport and carry certain specified OTC medication with parent/guardian permission. (See Section C and Form JGCD-7 [Authorization to Carry Over-the-Counter Medication].) OTC medications not listed in Section C must be stored in the clinic and administered by Trained Personnel.
 - d. Generally, only nursing personnel are permitted to administer injectable medication. However, epinephrine auto injector(s) may be administered by the student with Legal Prescriber and parent/guardian consent as addressed herein.
 - (1) In the absence of a School Nurse, and in accordance with the request of a parent/guardian and **per** the student's diabetes medical management plan, trained diabetes personnel (pursuant to O.C.G.A. § 20-2-779) may administer glucagon, administer insulin, or assist a student in administering insulin through the student's insulin delivery system.
 - (2) **In accordance with a request of a parent/guardian of a student being treated for epilepsy or seizure disorder and the reviewed submission of such student's seizure action plan (SAP), a school nurse or, in the absence of a school nurse, trained SAP personnel shall be onsite at each school where a student with an SAP is enrolled and shall be available during regular school hours to provide support and services to the student in accordance with the student's SAP. In the event that a school nurse or trained SAP personnel are unavailable to provide such support and services, other school personnel shall be authorized to commence emergency procedures, including, but not limited to, contacting 911 emergency services.**
7. **Off-Label Medication:** Requests to administer off-label medication to students will be reviewed on a case by case basis.
8. **Experimental Medication:** Requests to administer experimental medication to students will be reviewed on a case by case basis.
9. **Supplements:** Over-the-counter diet pills, vitamins, and dietary supplements, including but not limited to minerals, herbals, homeopathic medications, or any alternative

154 medications, including any such medications or supplements that are non-FDA approved,
155 will not be given.

156 **10. Enzymes:**

157 Enzymes will be administered during the school day upon receipt of a physician's order.
158

159 **E. MEDICATION ADMINISTRATION OUTSIDE REGULAR SCHOOL HOURS AND/OR OFF**
160 **CAMPUS:**

161 1. All medications must, unless there is a specific exception noted in this Rule, comply with
162 all other District Rules concerning medication.

163 2. **After School Program (ASP):**

164 a. The Principal, with input from the School Nurse, and the After School Program Director,
165 will determine by whom and how medication will be secured and administered.

166 b. The parent/guardian shall supply the school with a separate labeled prescription bottle
167 specifically for ASP.

168 c. All medication is to be brought to ASP directly by a parent/guardian or a school staff
169 member except for those medications listed in Section C. above. The ASP Director
170 must be notified if a student is allowed to carry and self-administer medication.
171 Appropriate paperwork must be completed. Refer to Form JGCD-1 (School
172 Nursing/Clinic Procedures) for specifics.

173 3. **School Sponsored Activities, such as Field Trips:**

174 a. **Restrictions:**

175 The Office of the Secretary of State has advised the District that:

176 (1) Only Registered Nurses (RNs) may serve in their professional role as a nurse when
177 accompanying field trips traveling to a destination out of state; and

178 (2) RN's accompanying trips traveling outside the State of Georgia must adhere to the
179 laws governing nursing in the state(s) traveled through and to.

180 b. The Principal, with input from the School Nurse, and the teacher sponsoring the field
181 trip will designate the school employee (Principal's Designee) who will administer
182 medication during the field trip.

183 c. Student information shall be provided by the teacher and Trained Personnel as required
184 in Form JGCD-1.
185

186 **F. MEDICATION DISTRIBUTION PROHIBITIONS:**

187 Students may not share, sell, distribute, or possess with the intent to distribute any
188 medication. Students allowing another person to use their medications:

189 1. Will be subject to the consequences specified in the District Codes of Conduct.

190 2. May have the privilege of carrying their medication revoked.
191

192 **G. SPECIAL EXCEPTIONS FOR MEDICATIONS:**

193 1. In limited circumstances and for specific medications, the District recognizes exceptions to
194 the provisions of this rule. Required paperwork for each exception listed below must be
195 completed by the parent/guardian. Refer to Form JGCD-1 (School Nursing/Clinic
196 Procedures) for specifics.

197 a. Diabetic medication;

198 b. Epinephrine Auto Injector (i.e., Epipens)/Oral Antihistamines;

199 c. Asthma Medication;

200 d. Emergency Seizure Medications (including but not limited to Diastat/Diazepam Rectal
201 Gel or Versed/Midazolam, Solucortef, etc.).

202 2. Pursuant to Georgia Law, nurses or other school employees are authorized to administer

203 a. Naloxone in the school setting, if available, to any individual who is having an actual or
204 perceived opioid-related overdose, regardless of whether the individual has a
205 prescription for naloxone. Any school employee who in good faith administers or
206 chooses not to administer naloxone to an individual in such circumstances shall be
207 immune from civil liability.

208 b. Epinephrine Auto Injector (i.e., Epipens) in the school setting, if available, to any
209 individual experiencing an anaphylactic reaction. Any school employee who in good
210 faith administers or chooses not to administer epinephrine auto injector (i.e., Epipens)

211 to an individual in such circumstances shall be immune from civil liability **for any act**
212 **or omission to act related to the administration of epinephrine, except that**
213 **such immunity shall not apply to an act of willful or wanton misconduct.**

- 214 c. Asthma Medication (Albuterol/Levalbuterol) in the school setting, if available, to any
215 individual who is believed in good faith to be experiencing respiratory distress. Any
216 school employee who in good faith administers or chooses not to administer asthma
217 medication to an individual in such circumstances shall be immune from civil liability
218 **for any act or omission to act related to the administration of levalbuterol**
219 **sulfate, except that such immunity shall not apply to an act of willful or**
220 **wanton misconduct.**
- 221 d. **Seizure Medication (Diastat, Nayzilam, Valtoco, etc.) in the school setting, if**
222 **available, to any individual who is believed in good faith to be experiencing**
223 **respiratory distress. No nurse or school employee shall be liable for civil**
224 **damages or school disciplinary policies as a result of these activities**
225 **authorized or required by Georgia law when such acts are committed as an**
226 **ordinarily reasonably prudent nurse or school employee would have acted**
227 **under the same or similar circumstances. Any school employee who in good**
228 **faith administers or chooses not to administer seizure medication to an**
229 **individual in such circumstances shall be immune from civil liability.**

230
231 **H. MEDICATION ADMINISTRATION PURSUANT TO INDIVIDUAL HEALTH PLAN (IHP) OR**
232 **SPECIFIC MEDICAL ORDER:**

- 233 1. Medication administration for students that are not able to administer their own medication
234 due to capacity, age, medical, or other disability-related reasons should adhere to the
235 procedures contained in Section VIII of Form JGCD-1 (School Nursing/Clinic Procedures).
236 2. Students with an IHP or other specific medical order provided by a licensed medical doctor
237 may require exceptions with respect to the requirements of this Rule. Any such exception
238 should be documented utilizing the required District forms.
239 3. Documentation of student medication protocol that falls within a recognized and properly
240 documented exception to this rule, should further be specifically documented within a
241 student's IHP, IEP and/or 504 plan as applicable and appropriate.
242

243 **I. MEDICATION DISPOSAL:**

- 244 1. Any unused portion of a medication shall be destroyed if not personally collected by the
245 parent/guardian:
246 a. Within one week after:
247 (1) Expiration of the Legal Prescriber's order; or
248 (2) Discontinuation of the medication.
249 b. By the end of the last day of school prior to summer vacation.
250 2. The school should not be responsible for storing any medication or health care equipment
251 over summer vacation.
252 3. The School Nurse or Trained Personnel shall dispose of the medication and keep a record
253 of all disposed medication as required in Form JGCD-1 (School Nursing/Clinic Procedures).
254

255 **J. MEDICATION ERRORS:**

256 See Form JGCD-1 (School Nursing/Clinic Procedures).
257

258 **K. MISSING CONTROLLED SUBSTANCES GUIDELINES:**

259 See Form JGCD-1 (School Nursing/Clinic Procedures).
260

261 **L. DEFINITIONS:**

262 See Form JGCD-1 (School Nursing/Clinic Procedures).
263
264

265 Adopted: 9/23/04

266 Revised: 6/1/05; 7/1/06; 12/14/06; 3/14/07; 8/13/08; 1/18/12

267 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JLCD)

268	Revised: 4/17/13; 9/19/19; 10/15/20; x/x/24	
269		
270	Legal Reference	
271	O.C.G.A. 20-2-774	Self administration of asthma medication
272	O.C.G.A. 20-2-776	Auto-injectable epinephrine defined; requirements for student retention of medication; liability of school system
273		
274	O.C.G.A. 20-2-776.1	Administration of auto-injectable auto-injectable epinephrine by school personnel
275	O.C.G.A. 20-2-779	Care of students with diabetes
276	<u>O.C.G.A. 20-2-779.3</u>	<u>Seizure action plan; form; liability</u>
277	O.C.G.A. 16-13-73	Labeling prescription containers of dangerous drugs
278	O.C.G.A. 16-13-75	Drugs to be kept in original container
279	O.C.G.A. 31-1-10	State health officer; duties
280	O.C.G.A. § 26-4-116.2	Authority of licensed health practitioners to prescribe opioid antagonists; immunity from liability
281		