

**Documentation of Request for Disposition
Head Start Portable AC Units
Head Start Grant #06CH011282/05**

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
3/26/2024	Keystone 600 Sq. Ft. Portable Cooler	\$123.75 (Half of estimated life of unit at 10 years) \$1,237.50	Any funds recovered will be placed in the Supplies Line Item Due to length of time in storage and
3/26/2024	Hisense 200 Sq. Ft. 115 Volt Portable AC	\$159.50 (Half of estimated life of unit at 10 years) \$638.00	not sure if they are working properly (could be hazardous if
	Estimated Total Value	\$1,875.75	not working properly) – recommended disposition through Local scrape Metal or Waste Management Company