

# Memorandum

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**To:** Jenequa Eldridge  
**From:** Gina Burgess/Warehouse Supervisor  
**Date:** 8/19/2010  
**Re:** Surplus/Scrap

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Below is a list of items in various conditions that I would like deemed surplus/scrap for auction or disposal.

**Computers:**

Outdated, no longer supported

**AV equipment:**

Tv's, vcr's, projectors, cassette recorders, etc.

**Furniture:**

Tables, student chairs, student desks, file cabinets, teacher desks, office desks, office chairs

