

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 9-19-2017

Re: Surplus

Please include the following items for the Board to deem as surplus to be auctioned, recycled or disposed of:

AUCTION

Misc: wooden file cabinets, chairs, globes, laminators

Equipment: broken safes from kitchens, misc. utensils

Weight Room Equip: **Approved by Athletics:**
Lat Pulldown-SMS
Low Back-SMS
Elliptical-SMS
Abdominal Crunch-SMS

RECYCLE

AV: ***broken/no longer used***-av carts, overhead projectors, tvs, cd/dvd players, cassette players, library books, copiers, smartboard, cameras

**Computers/
All related items:** ***replaced/no longer supported/not working***-monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, all in one stands, carts, scanners, laptops, shredders, cps pieces, hard drives, tablets, pieces removed from racks in audio-visual rooms

Furniture: ***broken***-chairs, tables, desks

Equipment: ***damaged beyond repair***- wire racks, file cabinets, metal podium, metal shelves, popcorn machine, misc. food service pieces, air compressor