

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 2-05-2018

Re: Surplus

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

AUCTION

Misc: couch, tables, chairs, educational vcr tapes

Equipment: Vollrath cart, Hobart hot cabinet

RECYCLE

AV: *broken/no longer used*- carts, overheads, tuner, cd players, cassette players, vcrs, tvs, screens, dvd players

Computers/

All related items: *replaced/no longer supported/not working*-cisco phones, servers, monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, all in one stands, carts, scanners, laptops, shredders, cps pieces, hard drives, tablets, data racks w/rails and KVM, fax machines, shredders, speakers, cameras

Furniture: *broken*-chairs, tables, desks, file cabinets, boards

Equipment: *damaged beyond repair*- broken weight equipment from CMS & MMS-approved by Athletics

Misc: reading programs, DYNОВО, switch interface Pro, activity pads, word processors, library books