

Memorandum

To: Sherry Arrington/Debbie Monschke
From: Gina Burgess-Warehouse Supervisor
Date: 1-25-2016
Re: Surplus

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

AUCTION

AV Equipment: *damaged/no longer used*- headphones, vcrs, carts, overheads, cassette players, projectors, cameras, projector screens, smart boards, slide projectors, speakers, cps units, listening stations, camcorders

Equipment: *damaged beyond repair*- refrigerator-GHS, ice dispenser-Transp., coffee maker-Transp., laminators, letter folder, microwaves, broken football equipment-SMS, basketball pass backs-MMS, ice machine-MMS, forensic video comparator w/tv monitor and sirchie-ATC

Furniture: *damaged/no longer used*- tables, chairs, desks, cafeteria tables, file cabinets, file cabinets, misc. racks, music stands

Misc: *damaged/no longer used*- books, video tapes, mats, basketball pass backs, pianos,

RECYCLE

Computer Equip.: *damaged/no longer supported/replaced*- cpus, monitors, printers, keyboards, cables, cords, mice, scanners, tvs