

# Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 5-9-13

Re: Surplus

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

## **AUCTION**

**Furniture:** *replaced/damaged*-tables, folio cabinet, desk shelf, desk drawer, wooden cabinets (4ea)

**AV:** *broken/no longer used*-LG TV w/remote, laser discs w/remotes, document cameras, digital cameras, vcrs, dvd players, tvs, tripod, desktop presenters, slide projectors, cds, averkeys, overhead screens

**Equipment:** *replaced/damaged/not working*-fire proof safes (replaced w/new)

## **RECYCLE**

**Computers/**

**All related items:** *replaced/no longer supported/not working*-monitors, keyboards, printers, cpus, mice, batteries, modules, system boards, cables, powercords, power bricks