

# Memorandum

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**To:** Jenequa Eldridge  
**From:** Gina Burgess/Warehouse Supervisor  
**Date:** 6/22/2011  
**Re:** Surplus

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

AV Equipment-outdated

VAV Boxes-Maintenance item no longer used

TV's-outdated

Furniture-surplus/damaged

Computers/Computer Equipment-outdated/no longer supported

Orchestra Uniforms-replaced/outdated

Music Equipment-outdated/damaged

Refrigerators/Microwaves-outdated/damaged/replaced

Air Compressors-damaged/no longer used

Library Shelving-replaced

Food Service Equipment-damaged/no longer used

Custodial Supplies-Hand Soap/Toilet Paper-incorrect size for new dispensers

Lighted Table-no longer used by Publication's

Art Tables-replaced

Commercial Garage Door Openers