

# Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 3-25-2019

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:

## **RECYCLE**

**AV:** *broken/no longer used*- cd players, cassette players, vcrrs, tvs, dvd players, laminators, projectors

**Computers/  
All related items:** *replaced/no longer supported/not working*- monitors, printers, cables, keyboards, power supplies, speakers, cameras, laptops, batteries, headphones, misc. computer parts, fax machines, battery backups, tablets, carts

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

**Equipment:** *damaged/outdated/no longer used-*

BMMS: 2 large ice cream freezers-broken

Sav.: 2 combi ovens-broken