



Memorandum

Date: February 10, 2025
To: Board of Directors of the Pendleton School District 16R
From: Michelle Jones, Director of Business Services
Subject: Surplus Property

Recommendation: Michelle Jones, Director of Business Services, recommends the declaration and approval of the surplus property as listed below:

- 2 – Blodgett Convection Ovens
- 1 – Garland Convection Oven
- 2 – Scoreboards (small gym SMS)
- 16 – File Cabinets

Motion: I move that the above property be declared surplus and approve the disposal and/or sale of.

Motion for Approval:
Made by _____ Seconded by _____

Motion for Rejection:
Made by _____ Seconded by _____

Motion for Further Consideration:
Made by _____ Seconded by _____