

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 1/20/2012
Re: Surplus

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

Furniture-surplus/damaged/replaced w/new

Computers-outdated/no longer supported

Custodial Equipment-Quick floor scrubber-damaged/does not work