



MEMO

DATE: November 9, 2012

TO: Board of Trustees and Dr. Gearl Loden, Superintendent

FROM: Linda Pannell, Finance Director

RE: Request for Asset Removal and Addition

There are 30 assets that we are requesting to be removed from the District's asset list. Among the 30 assets are:

- 20 student Macbooks reported damaged beyond repair or stolen
- 2 teacher Macbooks damaged beyond repair
- 6 cell phones lost, damaged beyond repair or outdated
- 2 iPads stolen or damaged beyond repair

There is 1 asset to add to the list, a digital camera found at the High School.

Thank you for your consideration of this request.