

# Memorandum

To: Sherry Arrington/Debbie Monschke  
From: Gina Burgess-Warehouse Supervisor  
Date: 2-3-2015  
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:

## **AUCTION**

**AV Equipment:** *damaged/no longer used*- overhead projectors, radio recorders, vcrs, tvs

**Equipment:** *damaged beyond repair*- buffers (RCMS-do not work), pottery wheel (GHS-does not work), Toro mowers-5ea (Annex-do not work)

**Furniture:** *damaged/no longer used*- credenza, file cabinets, teacher desk, study carrels, desks, wooden magazine holders

**Misc:** *damaged/no longer used*- gray quad drums, bass drums, drum stands, drum head, drum body harness, treadmill (motor out-CMS), refrigerator, Shelleymatic milk boxes (RHS), stationary bikes-4ea (do not work-RCMS)

## **RECYCLE**

**Computer Equip.:** *damaged/no longer supported/replaced*-cpus, monitors, printers, keyboards, cables, cords, mice