

# Memorandum

To: Sherry Arrington/Debbie Monschke  
From: Gina Burgess-Warehouse Supervisor  
Date: 10-1-2014  
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**

**Misc:** *damaged/no longer used-* junction boxes, camera/media accessories, shredder, digital camera

**Vehicles:** 1998 Ford International Delivery Truck  
1998 Ford International Refrigerated Delivery Truck

\*Parts are no longer stocked for the delivery trucks because of their age. If a part is needed, it has to be manufactured and is considered a special order making repairs expensive. The delivery trucks are too small to accommodate the current delivery needs, as well as, future growth of the District.