

# Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 3-25-2013

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**

**Furniture:** *replaced/damaged*-book display shelf

**AV:** *broken/no longer used*-cassette players, tv's, record players, screens, video cameras, vcr's, vcr/dvd players, cameras, headphones, headsets, data proj., calculator, cd/tape players, tape players

**Misc.:** *replaced/damaged*-office supplies (desk organizers, trays, dispensers, etc)

**Equipment:** *replaced/damaged/not working*-  
2ea-Noble 2000 High Speed Buffers-CMS

## **RECYCLE**

**Computers/  
All related items:** *replaced/no longer supported/not working*-monitors