

# Memorandum

To: Sherry Arrington/Debbie Monschke  
From: Gina Burgess-Warehouse Supervisor  
Date: 7-28-2016  
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**

**Equipment:** *damaged/replaced/ beyond repair:*

Powermatic Router, Powermatic Plainer, Metal Chop Saw, Ryobi Band Saw-ATC  
Snap-On 35 Ton Bearing Press-RHS  
Belt/Disc Sander-SMS

**Furniture:** *damaged/no longer used-* tables, chairs, desks, file cabinets, carts, cabinets

**Misc:** *damaged/no longer used-* wiper blade rack-Transportation, outdated library books, audio-visual bulbs

## **RECYCLE**

**Computer/AV Equip.:** *damaged/no longer supported/replaced-* cpus, monitors, printers, keyboards, cables, cords, mice, tvs, overhead projectors, cameras, dvd players, cps units, typewriters