

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 12-3-2013

Re: Surplus

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, cassette players, dvd/cassette players, visual presenter, cameras, vhs/dvd players, Tandberg cabinets

Misc: *damaged/no longer used*- carts, tv's, smartboard stand, typewriter, vcrs, cables, student desks, tables, chairs, mailbox

Equipment: *broken/no longer used*- serving cart w/canopy-RHS, warming cabinet-RHS, (goggles, petri dishes, dropping bottles, specimens, stoppers, droppers, pipets, testtubes, microscopes, trundle wheel, plastic bottles, syringes, magnifying glass, triple beam balance manuals, boreal microscope manuals)-N.Rayzor, shredder

RECYCLE

Computers, etc.: *damaged/no longer supported/replaced*-cpus, monitors, printers, keyboards, power bars, drives, sound bars, power bricks