

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 12/7/2011
Re: Surplus

Please add the following items for the Board to deem as surplus to be auctioned or disposed of:

Choir Risers-1 set-replaced w/newer set from SMS

Furniture-surplus/damaged/replaced w/new

Computers/Computer Equipment-outdated/no longer supported

Windsor Versamatic Vacuums-2ea-outdated replaced w/new

Windsor Wet/Dry Vacs-2ea-outdated replaced w/new

Damaged Library Books-1bx