

Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 12/4/2012

Re: Surplus

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

Furniture: outdated/damaged/broken-desks, chairs, file cabinets, tables

Vacuums: damaged/non repairable-7ea

AV Equip: outdated/replaced/no longer used-cassette recorders, vcr's, tv's

Score Tables: (2ea) from RHS replaced with new