

Memorandum

To: Sherry Arrington/Debbie Monschke
From: Gina Burgess-Warehouse Supervisor
Date: 5-11-2015
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*- headphones, vcrs, carts, overheads, cassette players, projectors, cameras, tvs

Equipment: *damaged beyond repair*- stationary bikes 4ea (RHS), leg curl machine (RHS), Proform treadmill (RHS), Poster Printer Plus (Publ.), RhinnDTuff Punching machine (Publ.), GBC Pro Click Pronto Mag (Publ.), Comfort Series warmer (ATC), electric pallet jack# 1 (Warehouse)

Furniture: *damaged/no longer used*- bookshelf, tables, chairs, desks

Misc: *damaged/no longer used*- clocks (Central), safe, whiteboard,

RECYCLE

Computer Equip.: *damaged/no longer supported/replaced*-cpus, monitors, printers, keyboards, cables, cords, mice