

Memorandum

To: Sherry Arrington/Debbie Monschke
From: Gina Burgess-Warehouse Supervisor
Date: 5-16-2016
Re: Surplus

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

AUCTION

Equipment: *damaged beyond repair-* treadmill (RHS)

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

Misc: *damaged/no longer used-* choral shells (DHS), wooden library shelf (EP Rayzor), catering items (6 pallets-Child Nutrition)

RECYCLE

Computer/AV Equip.: *damaged/no longer supported/replaced-* cpus, monitors, printers, keyboards, cables, cords, mice, scanners, tvs, headphones, vcrs, overheads, cassette players, projectors, cameras, projector screens, cameras, dvd players, screens