

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 11-4-2013

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*- projection screens, overhead projectors, averkeys, headphones, cassette players, dvd/cassette players

Misc: *damaged/no longer used*- partitions, wooden podiums, gym wall mats, locker, fax machines, cafeteria tables, student desks, bookshelves, chairs, tables, typewriter, student desks, tvs, carts, vcrs, hole punchers, file cabinets, speakers, cameras, popcorn machine, tables, easels, bulletin boards, file cabinets

Equipment: *broken/no longer used*- waterless urinal, overhead door, triple beam balances, double pan balances, incubator, laminator, cordless drills, ice dispenser-BMMS

RECYCLE

Computers, etc.: *damaged/no longer supported/replaced*-cpus, keyboards, scanners, monitors, cables, bricks, printers, power cords, keyboards, floppy drives, laptops, ac adapters, boxes of old computer parts, boxes of used cable locks & keys, laptops, power bricks, splitter boxes, testers & enclosures, tablet, power bars