



MEMO

DATE: April 27, 2012

TO: Board of Trustees and Mr. David Meadows, Interim Superintendent

FROM: Linda Pannell, Finance Director

RE: Asset Removal

There are 27 assets that we are requesting to be removed from the District's asset list. All of the assets are laptops that were damaged beyond repair. There are 25 student laptops and 2 teacher laptops in this list of 27. Of the 27, 2 student laptops were stolen and the other 25 were damaged beyond repair.