

Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 11/13/2012

Re: Surplus

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

Misc. furniture: outdated/broken/damaged/no longer used at campuses-auction

Misc. av equipment, tv's, carts, projectors: outdated/no longer supported/no longer used at campuses-auction

Misc. computers/printers: outdated/no longer supported-recycle

Equipment: Windsor Quick floor scrubber-obsolete-auction