

Memorandum #2

To: Sherry Arrington

From: Gina Burgess-Warehouse Supervisor

Date: Feb. 2020

Re: Surplus

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

RECYCLE/DISPOSE

AV: *broken/no longer used*- cd players, cassette players, laminators, projectors, carts, stereo system, splitter, listening stations, globes

**Computers/
All related items:** *replaced/no longer supported/not working*- monitors, printers, cables, keyboards, power supplies, speakers, cameras, misc. computer parts, carts

Furniture: *damaged/outdated/no longer used*- desks, tables, chairs, cabinets, file cabinets

Equipment: *damaged/outdated/no longer used/broken*

SMS-washing machine-broken

Auction

Furniture: tables, chairs, file cabinets, desks