

# Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 8-26-13

Re: Surplus

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

## **AUCTION**

**Furniture:** *replaced/damaged*-file cabinets, chairs, tables, desks, K-G play sets, easels, cafeteria tables, block sets, desk chairs, study carrels, computer stands, library stand, hat rack, bench, paper holder, small doors, wire racks, metal risers, metal shelf, typewriter table, tamburg cabinet

**AV:** *broken/no longer used*-carts, overheads, projectors, headphones, boom boxes, cd/tape players, visual presenters, classroom performance systems, tv's, typewriters, label maker, cameras, backup batteries, listening stations

**AV Bulbs:** *obsolete/overstock*-DRS, ELH-5, ENX/ENX-5, EVD, EYB-5, FHS-5

**Equipment:** *replaced/damaged/not working*- ice cream sign, popcorn machine, ice tea dispenser, soup kettle, tray lowerator, wire mixer cover, sandwich merchandiser, heated cabinet, cashier stand w/drawer, merchandising case, proofing cabinet, tv shelves, vcrs, speakers, shredder, fax machine, light fixtures, metal file folder wall mount, custodial carts, warming cabinet, ice makers, vacuums, stationary bikes, treadmill, audio meter, floor safes, cardiac science AED, large drop front milk box, floor mixer, gas fryer, refrigerators,