

Memorandum

To: Sherry Arrington/Debbie Monschke
From: Gina Burgess-Warehouse Supervisor
Date: 4-28-2015
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*- listening stations, boomboxes, headphones, vcrcs, carts, overheads, cassette players, projectors, cameras, tvs
- Equipment:** *damaged beyond repair*- treadmill, 4ea elliptical trainers (bikes)-do not work (GHS), cold tub-(RHS), neck machine-(GHS), laminator
- Furniture:** *damaged/no longer used*- bookshelf, tables, chairs, desks
- Misc:** *damaged/no longer used*- milk box (Wilson), ice cream freezer (Blanton), dry erase board, bounce house bottom pad-(GHS), broken water fountains-(Wilson), broken wooden door-(Wilson), maps, fence, blinds, bulletin board-(Wilson), pottery wheel-(GHS)

RECYCLE

- Computer Equip.:** *damaged/no longer supported/replaced*-cpus, monitors, printers, keyboards, cables, cords, mice