

Memorandum #1

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

Computers/

All related items: *replaced/no longer supported/not working*- monitors, printers, cables, keyboards, misc. computer parts, carts, laptops, ipads, mice, speakers

Furniture: *damaged/outdated/no longer used*- desks, tables, chairs, cabinets, file cabinets

Auction

Furniture: tables, chairs, file cabinets, desks