



MEMO

DATE: October 31, 2011

TO: Board of Trustees and Mr. David Meadows, Interim Superintendent

FROM: Linda Pannell, Finance Director

RE: Asset Removal and Additions

There are 10 assets that we are requesting to be removed from the District's asset list. Seven of the assets are student Mac Books which were reported stolen or damaged beyond repair, one is a vocational asset approved by the state to move to Tunica Schools, and the others are cell phones. There are also 2 assets to be added to the District list.