

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 9-10-2013

Re: Surplus

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

AUCTION

Equipment: *broken/no longer used*- MasterBilt ice cream freezer

AV Equipment: *damaged/no longer used*-podium, cd players, tv remotes, cords, headphones, cps units, carts