

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 5-23-2017

Re: Surplus

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

AUCTION

Misc: tables, chairs, desks, luggage, coffee maker, stands

Equipment: Ice cream box-DHS
Tray dispenser, small wares, wire racks-Annex
Drying racks-NMS
Merchandiser-NMS
Milk box-Ginns.
Safe-BMMS
Merco Savory fryer-Sav.
Microban slicer attachments-Sav.
Soup station-RHS
Ellison Prestige Pro-not working

RECYCLE

AV: ***broken/no longer used***-av carts, overhead projectors, tvs, cd/dvd players, cassette players, library books, copiers, laminators, cameras

**Computers/
All related items:** ***replaced/no longer supported/not working***-monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, all in one stands, carts, scanners, hovercam, laptops, shredder

Furniture: ***broken***-chairs, tables, desks,

Equipment: ***damaged beyond repair***- wire racks, file cabinets, metal podium, metal shelves