

# Memorandum

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**To:** Jenequa Eldridge  
**From:** Gina Burgess/Warehouse Supervisor  
**Date:** 4/5/2012  
**Re:** Surplus

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

EPCO warming cabinet-CMS kitchen-does not work

Hobart Pass-Through refrigerator-CMS kitchen-does not work

Dish Machine with attached stainless slides for dish racks-RHS kitchen-no longer needed

Custom Stainless Steel Cabinets-RHS kitchen-no longer needed

Milk/Ice cream boxes-3ea-RHS kitchen-no longer needed

Reading Lofts-4ea-Pecan Creek-no longer needed

Office Chairs-8ea-Technology-broken

Hobart Dish Machine-CMS-does not work