

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 6/18/2009
Re: Surplus/Scrap

Below is a list of items in various conditions that I would like deemed surplus/scrap for auction or disposal.

Kitchen equipment:

Old steamers, fryers, steam jacketed kettles, condiment dispensing station and mixer

Computers:

Outdated, no longer supported

AV equipment:

Tv's, vcr's, projectors, projector screens, av carts, cassette recorders, etc.

Furniture:

Tables, student chairs, student desks, file cabinets, kitchen table & chair set, cafeteria tables

Gym Equipment:

Body Mass Bio machines, weight room equipment

Misc.:

Piano, misc. copy paper that is no longer used by district