

Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 9-27-12

Re: Surplus

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

Broken/damaged/outdated/no longer supported/no longer used: misc. furniture, tv's, overheads projectors, file cabinets, vcr's, cassette players, CPS units, maps, screens, shelves, laptop cart, desk drawers & hardware from old art desks, laminators, spotlights, overhead carts, partitions, outside basketball goal, cougar mascot, rug weaving apparatus, gym mats, wooden cabinets, metal/glass case-
auction

Equipment: Combination steamer/steam jacketed kettle, ice cream boxes, milk boxes, kitchen cash drawer counters, refrigerators, Castex floor vacs, Dart high speed buffer, Storm high speed buffer, Advance vacuum-**auction**

Computers: outdated/no longer supported-**recycle**