

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 4-26-13

Re: Surplus

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

AUCTION

Furniture: *replaced/damaged*-chairs, tables, desk, return

AV: *broken/no longer used*-projectors, LCD TV's

Equipment: *replaced/damaged/not working-*

RECYCLE

**Computers/
All related items:** *replaced/no longer supported/not working*-monitors, cpu's, scanners, printers, keyboards, mice, laptops, heat shields, processors, tablets, cd cases, palm computers, cd roms, fans, monitor stands, misc. computer parts