

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 10-10-2018

Re: Surplus

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

RECYCLE

AV: ***broken/no longer used***- carts, overheads, tuners, cd players, cassette players, vcrs, tvs, screens, dvd players, laminators, filmstrip projectors, shredders, typewriter

**Computers/
All related items:** ***replaced/no longer supported/not working***- servers, monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, all-in-one stands, carts, scanners, laptops, shredders, hard drives, tablets, fax machines, shredders, speakers, cameras, cps units, speakers

Furniture: ***broken***-chairs, tables, desks, file cabinets, café tables, bookshelves, conf. tables

Equipment: ***damaged/outdated/no longer used***-
DHS-drill presses, sander, band saw, planers, radial saw, pianos
HMS-misc. exercise equipment, accordion curtains (4ea)
MMS-misc. exercise equipment
ATC-auto tech engine trainers, wiper systems, door lock systems, lighting systems, power seat systems, air bag trainer, charger systems
SMS-old electronics and instrument cases
Wilson-refrigerator
CH Collins-engraving machine-does not work

Mis: library books, old band uniforms, stage pieces, partitions