

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 10/20/2011
Re: Surplus

Below is a list of excessive duplicating paper in stock that is old or never purchased by campuses for use:

60lb Parchment Paper 8 ½ x 11:

Aged-16 reams
Blue-203 reams
Gray-315 reams
Natural-2 reams
White-133 reams

80lb Linen Paper 8 ½ x 11:

Blue-48 reams
Gray-16 reams
Ivory-168 reams
White-65 reams

Below is a list of excessive audio-visual bulbs in stock. These bulbs support equipment that has declined in use or is no longer used throughout the district:

Drs 1000w Opaque Projector Bulb-42ea
Dys/Dyv/Bhc overhead proj. bulb-239ea
Elh-5 300w slide proj. bulb-20ea
Evd EZ Pro/Optoma data proj. bulb-100ea

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Exr 300w slide proj. bulb-10ea

Fhs-5 86v 300w slide proj. bulb-120ea

Please include on the Board Agenda to be approved for disposal.