

Memorandum

To: Sherry Arrington/Debbie Monschke
From: Gina Burgess-Warehouse Supervisor
Date: 9-9-2014
Re: Surplus

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

AUCTION

AV Equipment: *damaged/no longer used*- overhead projectors, cassette players, dvd/cassette players, vhs/dvd players, cameras, vcr's, cd players, tv's, recorders, carts

Equipment: *damaged beyond repair*- Yale electric pallet jack, spa chairs (2ea), Espresso grind master, Beverage Air, stove
SMS: Bicep Curl, Incline Press, Leg extension, Rear Delt Exercise, Mechanical bikes (8ea), treadmills (2ea)

Furniture: *damaged/no longer used*- tables, chairs, desks, file cabinets, science tables, cafeteria tables, couches, pillows, coffee table, wooden cabinets on rollers, drafting tables

Misc: *damaged/no longer used*- fax machines, binding machine, sound system,

RECYCLE

Computer Equip.: *damaged/no longer supported/replaced*-cpus, monitors, printers, keyboards, cables, cords, mice, power bricks, laptops, power supplies, speakers, tvs