

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 9-04-2013

Re: Surplus

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

RECYCLE

Computers/

All related items: *replaced/no longer supported/not working*-laptops, laptop parts, monitors, printers