

# Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 9/5/2012

Re: Surplus

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

Epson Receipt Printer w/power supply

Okidata 5400 fax machine

FD1500 Folder/Sealer machine

Sharp Cassette Player

Martin Yale Auto Folder

Bravo ProDisc Publisher

Sprint Trimmer