

# Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 6-01-2019

Re: Surplus

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

## RECYCLE/DISPOSE

**AV:** *broken/no longer used*- cd players, cassette players, vcrrs, tvs, dvd players, laminators, projectors, listening stations, READ 180 cassette tapes

**Music Equip:** **Rivera-water damaged w/mold:** bass xylophone, 2ea alto xylophones, 2ea soprano xylophones, C Bass Bar, wooden neck drum, wooden small drum, wooden small tubano

**Computers/  
All related items:** *replaced/no longer supported/not working*- monitors, printers, cables, keyboards, power supplies, speakers, cameras, headphones, misc. computer parts, carts

**Furniture:** *broken*-chairs, tables, desks, file cabinets, wood shelving

**Equipment:** *damaged/outdated/no longer used-*

Blanton: metal sheds, plastic shed

RHS: print press/roller, kiln, 2ea broken pottery wheels

## Auction

Roland Pianos (2ea), Roland electric keyboard, weeded library books, cart, tables, chairs, ice cream freezers (4ea), hospital beds