

Memorandum

To: Jenequa Eldridge

From: Gina Burgess/Warehouse Supervisor

Date: 2/18/2013

Re: Surplus

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

Furniture: outdated/damaged/broken/replaced-desks, chairs, file cabinets, tables-auction

AV Equip: outdated/replaced/no longer used-cassette recorders, cd players, overhead projectors, stereo speakers, FM stereo

Computers: outdated/damaged/broken/obsolete

Misc. Items: 250 concert dresses and tuxedos

Equipment: Glide Floor Machine, Advance Carpetriever, Castex Power Eagle 800 carpet shampooer, Kohler Magnum 18 Silver Bullet Rail