



## Memorandum

Date: September 15, 2025

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: Surplus Property

**Recommendation:** Michelle Jones, Director of Business Services, recommends the declaration and approval of the surplus property as listed below:

3,750 High School Library Reference Books – All printed prior to 2000

**Motion:** I move that the above property be declared surplus and approve the disposal and/or sale of.

Motion for Approval:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_