

# Memorandum

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**To:** Jenequa Eldridge  
**From:** Gina Burgess/Warehouse Supervisor  
**Date:** 6/7/2012  
**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:

Computer Equipment – Technology-replaced with new/old outdated  
-(for auction/recycle)  
14 Cafeteria tables – N. Rayzor- replaced with new  
1731 CRT monitors, keyboard, mice-replaced with new  
Teacher desks-old/damaged – replaced with new (for auction)  
Art tables – old replaced with new (for auction)  
Kidney table – old (for auction)  
Alpha Cart (for auction)  
AV Equip – overhead projectors, headphones, cassette players, camcorders, headsets  
-outdated replaced with new (for auction)  
TV's/VCR's (for auction)  
Fax machine – replaced with new (for auction)  
Carpet dryer – old- needs repair (for auction)

The following items do not work. Maintenance would like to auction.

John Deere AMT 622  
John Deere F935  
Ground Master 322-D  
Kawasaki Mule 2500  
John Deere Gator 4x2  
GroundMaster 325-D  
John Deere AMT 600  
Aera-vator  
Trailer  
Hydraulic Lift  
Lights