

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 10/21/2011
Re: Surplus

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

AV Equipment-outdated
Overhead projectors, Cassette Recorders, Headphones

TV's-outdated

Furniture-surplus/damaged
Desks, Chairs, Tables, Bookcases, File Cabinets

Computers/Computer Equipment-outdated/no longer supported
Monitors, Keyboards, Mouse, External Drives

Music Equipment- outdated/damaged
Various Musical Instruments

Food Service Equipment- damaged/no longer used
Warming Cabinet

Old Wood Shop Equipment- outdated/damaged
Radial arm saw