

# Memorandum

To: Sherry Arrington

From: Gina Burgess-Warehouse Supervisor

Date: April-May 2020

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

### Computers/

**All related items:** *replaced/no longer supported/not working*- monitors, printers, cables, keyboards, power supplies, speakers, cameras, misc. computer parts, carts, document cameras, projectors, bags, mounting plates, ipads, laptops, tablets, remotes, chromebooks, monitor stands

## AUCTION/DISPOSE-BROKEN

**Furniture:** *damaged/outdated/no longer used*- desks, tables, chairs, cabinets, file cabinets, carpets, drying rack, display case, chalkboards, screens, misc. boards, misc. dividers, cardboard containers, wall sections

**Equipment:** Hawk-broken kiln

## AUCTION/DISPOSE-SCRAP METAL

**Furniture:** tables, chairs, file cabinets, desks