

# Memorandum

To: Sherry Arrington/Debbie Monschke  
From: Gina Burgess-Warehouse Supervisor  
Date: 11-7-2016  
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; *The warehouse will dispose of any item, broken or damaged beyond repair, that cannot be recycled or sold at auction.*

## **AUCTION**

### **Equipment:**

**Misc:** piano, microwave, water cooler, black portable treatment table, wooden taping table, library books, chairs, tables

## **RECYCLE**

**Computer/AV Equip.:** cpus, monitors, printers, keyboards, cables, cords, mice, tvs, overhead projectors, cameras, dvd players, fax machine, document cameras, cassette recorders, Data Harvest EasySense, AverKey3, fax machine, shredder,

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

**Equipment:** table saw, cement mixer, plasma cutter, welder, tig welder, 3ea hydraulic floor jacks, 4ea grinders, engine hoist, scroll saw and circular saw (*DHS woodshop-equipment does not work*)

