

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 5-24-2018

Re: Surplus

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

RECYCLE

AV: *broken/no longer used*- carts, overheads, tuner, cd players, cassette players, vcrs, tvs, screens, dvd players, stereo, tuner, speakers, headphones, readers, spellers, planars, camcorder

**Computers/
All related items:** *replaced/no longer supported/not working*- servers, monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, all in one stands, carts, scanners, laptops, shredders, hard drives, tablets, fax machines, shredders, speakers, cameras

Furniture: *broken*-chairs, tables, desks, file cabinets, boards, choral risers, café tables

Equipment: *damaged beyond repair*- broken stationary bikes from GHS-approved by Athletics, Cleveland steamers, Hobart warmer

Misc: library books, special ed lift batteries, charger, soft wear items, capture station, vcr tapes