DATE: August 28, 2014

TO: Mr. Wayne Benningfield and the

Todd County Board of Education

FROM: Connie Wofford, Principal of TCMS

SUBJECT: Surplus Equipment Request

This memo is to serve as a request to declare the following items as surplus technology equipment (i-pods and carts) at Todd County Middle School. At this time, these devices do not work properly, if at all. We also request to sell the i-pods to our students first and then on Gov.deals.

Cart 1 – Asset tag: 13591 with 40 i-pods listed with asset tags: 13836 – 13875

Cart 2 – Asset tag: 13592 with 40 i-pods listed with asset tags: 13876-13915

Cart 3 – Asset tag: 13593 with 40 i-pods listed with asset tags: 13916 – 13955

Cart 4 – Asset tag: 13594 with 40 i-pods listed with asset tags: 13956 – 13995

Thanks for your consideration of our request.

Connie Wofford

Todd County Middle School Principal