M E M O R A N D U M

**TO: Randy Poe, Superintendent**

**Bonnie Rickert, Chairperson**

 **Board Members**

**FROM: Linda Schild, Director Fiscal Services**

 **Jehan Ghouse, Purchasing Administrator**

**DATE: March 27, 2018**

**RE: Surplus Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that equipment and furniture being stored in the warehouse building be declared as surplus and approved for disposal. The items are identified in the attachment.**

**All items being disposed are documented and kept on file in the Purchasing office for review.**

**I request that the Board declare the items surplus and approve the disposal in accordance with Board Policy, as presented.**