M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Bonnie Rickert, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: June 6, 2018**

**RE: Surplus Textbooks from Ryle High School**

**Ryle High School has requested that various textbooks that are no longer used be designated as surplus and disposed of appropriately.**

**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.**