M E M O R A N D U M

**TO: Randy Poe, Superintendent**

**Bonnie Rickert, Chairperson**

**Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: May 30, 2018**

**RE: Surplus Technology Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that certain technology equipment (computers & peripheral equipment, audio/visual equipment, printers/scanners, and digital cameras) stored in the warehouse building be declared as surplus and approved for disposal.**

**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.**