M E M O R A N D U M

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

**Ms. Bonnie Rickert, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: September 28, 2018**

**RE: Surplus Technology Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that certain technology equipment (computers & peripheral equipment, network hardware, power supplies and accessories, 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 Finance office for review.**

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