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: October 24, 2018**

**RE: Declaration of Books as Surplus from R.A. Jones Library**

**The R.A. Jones library has advised that a collection of books are outdated and/or unusable. The books are being stored in the warehouse. It is requested that these books be declared as surplus and be recycled in accordance with District and State surplus policies and guidelines.**

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

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