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: October 23, 2018**

**RE: Surplus Technology Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that certain technology equipment be declared as surplus. This equipment consisting of computer equipment, radios, chargers and bases are at the end of their useful life.**

**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.**