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 Lawn and Garden Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that a bush hog mower TD 1100 (12-00718) from Ryle High School which is at the end of its useful life 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 this item as surplus and approve the disposal in accordance with Board Policy, as presented.**