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 Equipment from Stephens Elementary School**

**Jonathan Mason, Warehouse Supervisor, requests that the items below from Stephens Elementary School be designated as surplus and approved for disposal. These items are judged to be at the end of their useful life.**

1. **Kiln**
2. **Kitchen Mixer**

**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.**