M E M O R A N D U M

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

**Board Chair**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: December 19, 2018**

**RE: Declaration of Books as Surplus from Conner High School**

**Conner High School has advised that the following textbooks are outdated and/or unusable. It is requested that these books be declared as surplus and be disposed of 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.**